

## PGC 2021-2022 One-on-One Mentoring Guidelines

Thank you for agreeing to participate in the Mentorship Program hosted by the PGC! The mentor-mentee relationship is a valuable source of strengthening our grad student community and will help ensure that incoming students better succeed by getting started on the right track.

This document outlines the following:

1. The responsibilities of mentors to their mentees.
2. Issues that do *not* fall within the scope of mentor responsibilities.
3. What mentees are encouraged to do regarding interacting with their mentors.

Both mentors and mentees should feel free to contact the PGC Organizers with any questions about mentoring logistics or with any details in this document:

- Davis Chen ([dclover23@ufl.edu](mailto:dclover23@ufl.edu))
- Hoda Akl ([hodaakl@ufl.edu](mailto:hodaakl@ufl.edu))
- Jake Rosenzweig ([rosedj1@ufl.edu](mailto:rosedj1@ufl.edu))
- Mayar Shahin ([mayar.shahin@ufl.edu](mailto:mayar.shahin@ufl.edu))

### Mentors have the following responsibilities:

- Be available to mentees (e.g., via phone, email, in person) to address general mentee questions or issues. In the first meeting, mentors should discuss preferred methods of communication with their mentees.
- Meet with your mentee at least 3 times per semester for roughly 20-60 minutes. In the first meeting, mentors and mentees should discuss how/when meetings will be arranged/who will initiate, but the mentor should be primarily responsible for checking in and making sure regular meetings occur (this can be done virtually or in-person, following COVID guidelines).
- Respect mentee confidentiality and privacy in all cases. Any conversation between a mentor and mentee is assumed to be confidential and mentors should only share aspects of any interactions after obtaining mentee consent.
- Strictly abide by UF-defined appropriate behavior standards via the student code of conduct: <https://regulations.ufl.edu/wp-content/uploads/2018/06/4.040-1.pdf>
- Be aware of available campus resources to which mentees can be referred if an issue arises that the mentor is not comfortable, not equipped, or not the appropriate person to handle. A list of these resources is provided below.
  - Our very own Graduate Program Coordinator, Pam Marlin ([pmarlin@ufl.edu](mailto:pmarlin@ufl.edu)), has answers to departmental questions you can't answer.

- Student Resources: <http://www.ufadvising.ufl.edu/student-resources/>
- Campus Resources: <https://titleix.ufl.edu/get-help/campus-resources/>
- Notify the mentoring program leaders (email addresses above) if a significant change in circumstances or schedule results in your being unable to uphold your mentoring commitment (i.e., no “ghosting”, please).
  - Please let PGC know if you are experiencing issues with your mentee.
- Overall, this program serves as a way for mentors to share their experiences at UF with their mentees while supporting them professionally, academically and socially.

**Mentors DO NOT have the following responsibilities:**

- Resolving grievances on behalf of students with other students, administration, faculty members, or research advisors. It is strongly advised that mentors and/or mentees contact the physics graduate coordinator Yoon Lee ([yoonslee@phys.ufl.edu](mailto:yoonslee@phys.ufl.edu)) for appropriate resolutions between students and other students/faculty/staff/administration. **This is not optional; mentors are not arbitrators.**
- Mentors are **NOT** “mandatory reporters” of information shared by mentees about sexual misconduct under the federal Title IX guidelines, and are not legally bound to report instances of sexual misconduct. Mentors *can* report incidents to Title IX on the mentee’s behalf or assist a mentee in the reporting process if the mentee wishes, but mentors do not have a *legal* responsibility to do so. Mentors are always welcome and encouraged to refer the mentee to other campus resources (see list below) if they feel uncomfortable providing assistance or advice on such issues themselves . You can read more about Title IX guidelines and how to report incidents here: <https://titleix.ufl.edu/process>
- Tutoring for pay. Volunteering coursework help is encouraged but not expected or mandatory. The mentorship program is not a customer farm.
- Financial support of mentees.

**Mentees are encouraged to do the following:**

- Engage with your mentor. If they reach out to you to check on you, please respond within a reasonable amount of time. They just want to help out!
- Attend PGC events with your mentors. These events are a good way for mentees to connect with their mentors in a casual way.
- Please let PGC know if you are experiencing issues with your mentor.

Remember, the one-on-one mentoring program is strictly opt-in for both parties. If at any time the mentor or mentee wishes to implement a change in the pairing, or end the relationship for any reason, please contact the PGC Organizers (email addresses above).

Lastly, and perhaps most importantly:

Mentors are **not** intended to serve as mental health or legal professionals. If at any time the mentoring relationship is extending beyond what either party is comfortable with, please feel free to contact the PGC Organizers. In addition, the Counseling and Wellness Center can be reached at 352-392-1575 to ask for a consultation.