

Tips for Meeting with your Faculty Mentor

1. Schedule a meeting with your faculty mentor by phone or e-mail.

Example:

Dr. Jones,

My name is Jane Smith. You have been assigned to be my faculty mentor. I would like to set up a short meeting with you. I noticed that you have office hours on Thursdays from 3:00-5:00. Would Thursday, March 3 at 4:00 be a good time to meet?

Thanks,

Jane Smith

2. Introduce yourself in the meeting

Example:

Hi Dr. Jones. I am Jane Smith, one of the students assigned to you for mentoring. I am a currently a junior and I plan to graduate at the end of next year. Last semester I took Dr. Nordstrom's Introduction to Industrial/Organizational Psychology class and I was really interested in it and think I might like to find a job in Human Resource Management after I graduate.

3. Have some questions ready for your mentor. Here are some examples of questions that you might ask your mentor.

What are your research interests?

Where did you do your graduate work?

What should I do to make myself competitive for a graduate program (e.g., courses, internships, research)?

What do graduate programs look for when making admissions decisions?

Would you mind reviewing my personal statement?

What should I do to prepare myself for getting a job?

What do employers look for?

Would you mind reviewing my resume?

4. Conclude the meeting by thanking the faculty mentor and summarizing what you have learned from the conversation.

I don't want to keep you any longer. I appreciate you meeting with me today and the information you have given me about how to prepare for the job market. I plan on visiting the Career Development Center as you suggested.

5. Follow up with a quick e-mail thanking the professor for meeting with you.