

Preliminary Meeting (first meeting):

- Student-Mentees will contact mentors first via email to schedule the Preliminary Meeting (first meeting). This meeting may be over the phone, over video conference, or in-person.

Before Preliminary Meeting:

- a. Mentors and Mentees: Review the Mentor-Mentee Toolkit to prep/navigate the mentoring relationship – especially the *Preparing for Mentoring Relationship* section to prep before the first meeting.
- b. Mentors, [please watch the virtual mentor training conducted by Dr. Roberta Waite](#) that covers topics such as: unconscious bias, navigating mentor/mentee relationships, leadership styles, etc. Also review other resources listed in the *Mentor Resources* section.

During Preliminary meeting:

1. Share preferred method of contact (email, phone)
2. Best time to contact
3. Set expectation/goals
4. How often to meet (We suggest meeting at least once a month virtually)
5. The mentor and mentee are responsible to establish a Meeting/Communication plan for the entirety of the academic year during their first meeting. This meeting may be over the phone, over video conference, or in-person.