

Mentoring Plan Template for Remote Graduate Assistantship

Student Information:

Name: _____

Graduate Program: _____

Degree being pursued: _____

GA Type: RA TA ASA
Fellowship

Semester/Year of Appointment: _____

Mentor Information:

Name: _____

Department: _____

College: _____

Contact Information: _____

Objectives:

Clearly state how the objectives and goals of the mentoring relationship will be maintained while the student is away from campus. These should align with both the department's and the student's academic and professional development goals. Include anticipated progress toward the student's degree during the remote GA.

Expectations:

1. **Task Allocation:** *Define the specific tasks and responsibilities of the graduate assistant while on the remote GA. Clarify deadlines and reporting structures.*



2. **Digital access plan:** *Describe whether a computer is provided, how the student will internet access, access to university resources, etc.*

3. **Data and file sharing** (if relevant): *Describe how data and critical files will be shared with the student.*

4. **Communication:** *Outline how often and through which channels (e.g., email, Zoom) communication will occur.*

5. **Feedback:** *Specify how feedback will be provided and the frequency of feedback sessions.*

6. **Professional Development:** *Discuss opportunities for professional development, including workshops, seminars, and conferences.*



Meeting Schedule:

Establish a regular meeting schedule (e.g., weekly, bi-weekly) to review progress, discuss challenges, and set new goals.

Resources and Support:

Provide information on departmental resources available to the graduate assistant, including academic support services, IT assistance, and counseling services.

Evaluation:

Outline the criteria for performance evaluation and the process for conducting evaluations. Include both qualitative and quantitative measures where applicable.

Signatures:

Signatures of both mentor and mentee to signify agreement and commitment to the mentoring plan.

Student Signature _____

Date: _____

Mentor Signature _____

Date: _____