

GEM Encourage & Elevate Mentoring Program Mentor Guidelines

The GEM Encourage & Elevate (GEMEE) Mentoring Program was developed by the GEM SBCCI subcommittee to encourage an intergenerational exchange of professional knowledge, expertise, skills, insights, and experiences with the goal of elevating the career of future GEM scientists.

Volunteering to serve as a GEMEE mentor is an excellent opportunity for space scientists of all career stages to develop effective communication skills, connect with early-career scientists, advance their leadership skills, and gain a broader understanding of their field.

ELIGIBILITY

To participate as a GEMEE mentor, you must have a PhD in physics, space physics, or related fields, and can be at any career stage from postdoc to senior scientist. Mentors should have knowledge and experience in the GEM workshop and/or its related scientific fields. Most importantly, mentors are willing to provide guidance to the next generation of GEM scientists.

REGISTRATION

Mentors must fill out a one-page google form available at the GEM workshop webpage, about 6 weeks before the GEM summer workshop. The online application includes basic questions about:

- The mentor's name, email, institution, job title, and preferred pronouns.
- The mentor's career status (e.g., early career, mid career, or senior scientist)
- The mentor's primary and secondary (optional) GEM research areas
- A short paragraph describing your interest in mentoring (max 100 words) to be shared within the GEM SBCCI subcommittee for the mentor-mentee matching purpose

The mentor's basic information (e.g., name, institution, career status, and GEM research areas) will be posted on the GEM summer workshop webpage for helping mentees to select their mentors.

EXPECTATION and TIMELINE

1. Mentors and mentees are expected to have a minimum of two one-to-one meetings - one prior to the GEM summer workshop and another during or within one month after the workshop - and an optional group mentoring session over a lunch break during the GEM workshop.
2. About 6 weeks before the workshop, the mentor registration will be completed.
3. About 4 weeks before the workshop, the mentee registration will be completed.
4. About 2 weeks before the workshop, the mentor-mentee match information will be disseminated. A list of sample mentorship questions will also be provided, helping both the mentors and mentees to start the conversation and to navigate and identify mentees' needs.

5. Within a week of being matched, mentors and mentees are encouraged to schedule two meetings. Meetings will be held via any appropriate communication methods (e.g., face-to-face, phone, or web-related tools like Zoom and Webex). If possible, face-to-face meetings are encouraged.
6. At the first meeting, mentors are encouraged to introduce GEM workshop activities, identify the mentees' professional goals in the GEMEE program, and work towards the goals.
7. At the second meeting, mentors are encouraged to hear the mentees' GEM experience, follow up on questions unanswered at the first meeting, and discuss the mentees' new questions.
8. During the GEM workshop, mentors are encouraged to join a 1-1.5hr luncheon session for discussing several career agendas with other mentors and mentees in a group setting.
9. Within a month from the GEM workshop, mentors and mentees are expected to fill out the online evaluation survey of the GEMEE program.
10. After the two mentor-mentee meetings, the GEMEE mentoring program formally ends. It is up to both the mentor and the mentee whether or not they wish to continue communicating.

FREQUENTLY ASKED QUESTIONS

- What should I give advice about?

That depends on the questions or topics that the mentee chooses to bring up. It may be focused on the upcoming/past GEM meeting and GEM culture or broaden out to questions about a PhD degree, career choices, science topics, etc. You don't need to address all issues (see list of Do's and Don'ts below). A checklist is included for good topics to start with:

- Remind students/early career about the format of GEM
- Highlight the opportunities to give both posters and short talks
- Advertise the student day activities (if applicable)
- Encourage them to get involved and engage in discussions during GEM
- Offer to introduce them to other scientists they'd like to meet at GEM, those who might be relevant to their work
- Offer to bring them to lunch or dinner at GEM (if in-person)
- Solicit their feedback on the GEM experience after GEM is over

- Who do I contact if I have questions or concerns about the mentoring process? You may contact a member of the SBCCI Subcommittee: <https://bit.ly/2TamSCJ>

- What do I do if sensitive information comes up during the sessions?

This may happen. If anything comes up relating to inappropriate behavior at GEM, please reach out to the GEM Chair and Meeting Organizers. You should ask the student/early career scientist if they wish to be kept anonymous or have their identity communicated. If something comes up relating to a mental health crisis, you can reach out to the SBCCI Subcommittee for resources to pass along. You may also want to share the Suicide Prevention Lifeline which has a call and chat option available to help during a crisis. <https://suicidepreventionlifeline.org/> Usually in these situations, it is most

helpful to listen. A brief sharing of your own struggles may help to assure the individual that mental health is a common problem and nothing to feel ashamed of. Afterwards you can commit to connecting the individual to helpful resources.

Mentor Do's (modified from the AGU Mentoring365 Program)

1. COMMIT TO AT LEAST TWO ONE-HOUR MEETINGS.
2. Take responsibility to initiate the relationship.
3. Set aside time for the mentoring process and honor all appointments.
4. Be flexible on meeting times and places.
5. Keep information that your mentee has shared with you confidential. If something concerning the mentee needs to be discussed with others, it should first be discussed within the mentoring relationship.
6. Establish open and honest communication and a forum for idea exchange.
7. Foster creativity and independence. Help your mentee build self-confidence and offer encouragement.
8. Provide honest and timely feedback to your mentee.
9. Provide opportunities for the mentee to talk about concerns and ask questions.
10. Above all, LISTEN.

Mentor Don'ts (modified from the AGU Mentoring365 Program)

1. Don't try to give advice on everything. You don't need to have the answers to all your mentees' questions. Your job is to answer the questions that you can and to connect your mentee to resources if there is a question you cannot answer.
2. Don't encourage mentee to be totally dependent upon you.
3. Don't provide your personal history, problems, animosities, successes, failures, etc. unless they are constructive contributions.
4. Don't criticize.