



The following document outlines the roles of mentors and mentees within the NSP mentoring program and provides tips for a successful meeting: what is expected of the participants, the responsibilities of both parties, the term of service, and more. By specifying expectations in advance, participants will be better informed regarding their individual responsibilities and the level of professionalism the Society expects among those involved in the mentoring program.

Both parties should recognize that the primary purpose of a mentoring relationship is not to obtain employment from the mentor, but to develop a relationship in which one can exchange ideas and seek advice about careers, professional development, and the field of neuroscience. Either party should contact SfN staff (nsp@sfn.org) with any feedback or requests around the mentoring program.

Program Requirements

- Mentors and mentees are encouraged to communicate via the means that works best for them. This can include email, Neuronline, phone, in-person, or at SfN’s annual meeting.
- This is a year-round mentoring relationship. We strongly encourage you to communicate with your mentor or mentee at least once at the annual meeting and several times throughout the year.

Responsibilities of Mentee	Responsibilities of Mentor
<ul style="list-style-type: none"> • Mentees are responsible for developing clear goals of what they want from the mentoring relationship, including how frequently they expect to interact with their mentor. 	<ul style="list-style-type: none"> • Mentors understand that they are expected to meet with their mentees according to the frequency determined in the beginning of the relationship.
<ul style="list-style-type: none"> • Mentees should be prepared with questions and goals to work on with their mentor during each scheduled session. Sharing topics a week before the call or face-to-face meeting is suggested to give the mentor time to think about the issues. 	<ul style="list-style-type: none"> • Mentors are encouraged to think about resources and experiences that can speak to issues before each meeting.
<ul style="list-style-type: none"> • Mentees are expected to be professional, courteous, and gracious in every interaction with their mentor. 	<ul style="list-style-type: none"> • Mentors are requested to serve in a supportive and nurturing role, encouraging their mentee’s professional development and growth.
<ul style="list-style-type: none"> • If mentees have questions or concerns about their mentoring relationship, they should notify SfN by emailing nsp@sfn.org as soon as possible. 	<ul style="list-style-type: none"> • If a mentor can no longer uphold the commitments of the relationship, he or she should notify his or her mentee directly and notify SfN by emailing nsp@sfn.org as soon as possible.

Tips for a Successful Meeting

Responsibilities of Mentee	Responsibilities of Mentor
<ul style="list-style-type: none">• Be punctual.• Create an agenda for your meeting with your mentor, and share the agenda with them beforehand.	<ul style="list-style-type: none">• Be punctual.• Review the agenda the mentee provides before the meeting.
<ul style="list-style-type: none">• Be clear from the outset about the intended length of your meeting. Offer alternative times to meet with your mentor outside the specified meetings to maximize your time with your mentor.	<ul style="list-style-type: none">• Stay focused on the mentee during the meeting – unless an appropriate opportunity for introduction to a colleague arises (if applicable).
<ul style="list-style-type: none">• Choose a date, time, and location (if applicable) that works for both parties.	<ul style="list-style-type: none">• Ask the mentee about his or her goals and aspirations and offer pertinent advice to help them achieve their goals. If you feel a colleague may offer better advice on a topic, offer to introduce your mentee to your colleague.
<ul style="list-style-type: none">• Ask for permission for further communication beyond the set time and the means of communication (email, phone, etc.). Make sure you clearly understand each other's expectations for the mentoring relationship.	<ul style="list-style-type: none">• Offer to remain in contact with the mentee. Make sure you clearly understand each other's expectations for the mentoring relationship.