The Society of Women in Physics (SWIP) at The Ohio State University

Mentoring Program Contract

Purpose

1. To develop a set of activities that connects students and establishes one-on-one relationships to promote a sense of community amongst the women in the physics department at The Ohio State University.

2. To provide an outlet for discussion of the following topics:
   - Professional development and career options in science.
   - Insights into life as a research scientist, graduate student, post-doc, faculty member, etc.
   - Balancing research, course work, family, social, and extracurricular activities.
   - Applying to graduate schools, post-doctoral research positions, industry jobs, fellowships, and scholarships.

Program

- Kick-off event at the beginning of the academic year to introduce the program and answer questions for those interested in participating. (September)
- Mentor/Mentee pairing (late September)
- Monthly one-on-one mentor/mentee lunch or coffee. (throughout the semester)
- One-on-one mentor/mentee discussions, as needed.
- End-of-semester group event to discuss big issues and answer questions.
SWIP Mentoring Program Contract

1. I, the SWIP Mentoring Program Coordinator, agree to match you as best as possible with a mentor, or mentee, based on the information you have provided on the application on the previous page. I agree to not give out any personal information you have provided, other than your name and your preferred contact information.

   Signature of Program Coordinator: Arati Prakash                           Date: 08/31/2013

2. By providing your signature at the end of the program application, you are agreeing to the following:

   I. Once you have received your pairing, you are responsible for contacting your mentor/mentee. You will be given his/her contact information via email.

   II. You are responsible for maintaining contact with your mentor/mentee throughout the year, via monthly lunch, coffee or one-on-one discussions.

   III. Participants are responsible for the cost of any expenses at one-on-one meetings. You will not be reimbursed by SWIP, or by the physics department or university. You are not obligated to go out to lunch or off campus; you can simply bring your own lunch to meet in the physics research building.

   IV. You will maintain a professional and friendly relationship with your mentor or mentee. If, for any reason, you do not feel comfortable with your assigned pairing, please contact the SWIP Mentoring Program Coordinator to inform her and to request a new pairing.

   V. You will inform the Program Coordinator if your contact information changes.

   VI. Neither the SWIP, its members, nor the physics department or university are responsible for false information provided in the application by the mentor or mentee.

   VII. The Program Coordinator will re-pair participants every September for the new academic year. You are responsible for notifying the Mentoring Program Coordinator if you choose to leave the program. If you are happy with your current mentor/mentee and do not want to be re-paired for the new academic year, please submit your request to the Program Coordinator at that time.