

EXPECTATIONS OF HOST OFFICE MENTORS

The success of the AAAS S&T Policy Fellowships (STPF) program is due in large part to the dedication and support of the Host Office Mentors in the executive, judicial and legislative branch Host Offices, who provide meaningful learning opportunities for the S&T Policy Fellows. By facilitating productive professional development experiences, Host Offices optimize Fellows' contributions of scientific and analytical skills in public service to the U.S. government.

A Host Office Mentor is the designated individual in the Host Office who keeps track of the Fellow's assignments, oversees the Fellow's progress on activities undertaken on behalf of the office, and provides feedback on the Fellow's efforts, noting accomplishments and offering suggestions for improvement. The Fellow meets regularly with the Mentor and collaborates to develop the Fellowship Impact Plan, which delineates the projects and other learning activities the Fellow will be engaged with during the year.

Host Office Mentor Onboarding Responsibilities Checklist

Prior to Fellow arrival:

- Assure timely processing of a funding mechanism to cover the cost of the Fellowship.
- Secure a work space, including a computer, phone, and office supplies.
- Set up e-mail and voice mail accounts, and arrange for the Fellow to be listed in office directories.
- Obtain necessary identification cards and building passes; initiate any background check/clearance process.
- Arrange any necessary support/resources: Clerical, budget access, etc.
- Schedule any mandatory training or security briefings.
- Share the Fellow's bio and the Fellowship assignment description with staff to ensure all understand the Fellowship project and professional development aims.

One month prior to arrival, contact Fellow to discuss:

- Useful reading material and online resources about the office's mission, programs and projects.
- Updates on the Fellowship assignment, changes in personnel, etc.
- Accommodations for the Fellow: E.g. cubicle or office
- Office culture: Schedule, communication, dress code, etc.
- How to get into the building
- When and where to report following orientation

Upon the Fellow's arrival in the office:

- Greet the Fellow on the first day and introduce to Host Office staff, including the office director if possible.
- Provide an organizational chart of the unit/office and a directory of office staff.
- Arrange an orientation to the organization/unit/office.
- Discuss resources for projects: Funding, clerical support, equipment, staff and interagency experts, consultants, etc.
- If applicable, discuss expectations/approval process for travel & training budget
- Review restrictions/limitations on the Fellow's ability to represent the office or agency.
- Set up a formal meeting schedule for the first month.
- Provide input on the Fellowship Impact Plan, which must be created by the Fellow, in collaboration with the Mentor and submitted within 45 days of the start of the assignment.

Science & Technology Policy Fellowships

Host Office Mentor Responsibilities During the Fellowship Year

Maintain support for the Fellow for the full 12-month Fellowship period, September through August.

Work Oversight

- Create opportunities for engaging work that takes appropriate advantage of the doctoral-level experience, career-stage, and skills of the Fellow.
- Meet with the Fellow regularly (ideally a half hour or more every other week)
 - Provide direction, guidance, and input on projects and performance
 - Provide resources and contacts to enrich the Fellowship educational and career development experience.
 - Provide constructive feedback on fellow's activities and products.
 - Brainstorm solutions to problems and explore opportunities in projects and assignments.

Career Development

- Introduce or direct the Fellow to key people in the office, agency, and their area of focus.
- Encourage and provide time to attend meetings within and outside the department/agency.
- Support the Fellow to take advantage of the AAAS/STPF-conducted professional development program.
- Suggest professional development courses, trainings, networking opportunities, etc. offered by the agency.
- Guide the Fellow in determining realistic, reasonable expectations and serve as a sounding board.
- Help the Fellow to find a balance between office activities and external learning opportunities.

Working with AAAS STPF

- Meet with the STPF staff during the annual site visit.
- Attend the STPF Year End Summit, if possible (typically July).
- Contact Program Manager to discuss renewals, detail/TDY opportunities, and any concerns.

Host Office Mentor Responsibilities at the End of the Fellowship

- Serve as a reference for the Fellow and/or write letters of recommendation.
- Respond to the online Host Office Mentor survey of the Fellowship year.
- If applicable, complete any required agency HR documentation to close out the fellowship.