AAAS STPF Mentor-Mentee Pledge

Mentorship is a symbiotic relationship between the host office mentor and fellow mentee and is an integral part of the AAAS S&T Policy Fellowships experience. This professional partnership provides mentees with access to important knowledge, support, and professional networks that expand their understanding of government and policymaking, while contributing their scientific or engineering knowledge and analytical skills to the policy realm. Mentors benefit from the added scientific and technical expertise of fellows, as well as access to scientific and technical networks, tools, and analysis. The mentorship relationship is designed to strengthen the office's integration of science to shape policy while enhancing the fellow's awareness of how they can use science to influence policy throughout their career.

The purpose of this pledge is to help a mentee and mentor create a shared vision for the fellowship that will be the foundation of their relationship. The two parties can use this document as a starting point for conversations, as well as for a more formal pledge.

This pledge is designed for Science & Technology Policy Fellows and their mentors. You may also use the blank lines in each section to list any additional pledges or details.

Mentee Pledge

- I will take ownership of my fellowship and professional experience and will set goals for what I want to accomplish, developing strong leadership, policy, and communication skills along the way.
- I acknowledge that I have primary responsibility for the successful completion of my fellowship and/or moving forward in my professional goals. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- I will actively set meetings with my mentor (or mentor team) regularly and provide updates on my progress.
- I will be mindful that mentors maintain full schedules and are not always available on short notice.
- I will be mindful that my colleagues may not be familiar with STPF and will serve as an advocate for STPF.
- I will respond promptly to communications from my mentor(s) and others.
- I will be knowledgeable about the policies, deadlines, and requirements of the fellowship program and my office—such as timely submission of fellowship reports, time-off requests, and financial documentation—and comply with all requirements.

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- I will advocate for my career development and professional needs as I seek opportunities to grow. I will actively cultivate my professional development by taking advantage of resources provided by STPF, such as formal programming, informational interviews and networking, in addition to opportunities provided by my office, professional societies, informal educational activities, and professional memberships.
- I will strive to consciously promote acceptance and demonstrate respect. I recognize that in coming from different backgrounds and experiences, each person may view a situation uniquely. I will try my best to understand the point of view of my mentor and colleagues and engage accordingly.
- I will challenge myself by presenting my work at meetings and seminars and by preparing appropriate materials that effectively present my work to current and future fellows.
- I will be responsive to advice and constructive criticism from my mentor(s), colleagues, advisors, and others.
- I will be a good collaborator, engaging in effective and frequent communication, mutual respect, trust, and shared goals. I will acknowledge the efforts of my collaborators.

Additional goals: _____

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(See also the resources for Fellowship Impact Plans)

Mentor Pledge

- I will help my mentee to navigate the agency/office, agency fellowship expectations and will act as an effective advocate.
- I will lead by example and facilitate my mentee's skills needed to be a successful in the office/agency.
- I will provide access to tools for working effectively, including but not limited to technology, trainings, and professional development.
- I will participate in mentor onboarding sessions and utilize mentor resources provided by STPF and my agency.
- I will foster my mentee's communication skills by participating in regular check-ins about the mentee's work and fellowship goals.
- I will identify ways that my mentee's considerable scientific or technical expertise can strengthen the policy and program work in my office/agency.
- I will incorporate my mentee into office processes, meetings and work to provide a full-scope view of the office/agency's policy endeavors and other focus areas.
- I will encourage my mentee to attend STPF Professional Development programing, utilize their individual PD budget and provide guidance on how to make the best use of those opportunities.
- I will strive to be supportive, equitable, accessible, inclusive, encouraging, and respectful. I am mindful that everyone comes from a different background and has different professional goals. I will try my best to understand my mentee's personal situation and mentor accordingly.
- I view my role as fostering my mentee's professional confidence and encouraging critical thinking, inquiry, and creativity when working in a government environment. If my attempts to do this are not effective for my mentee, I am open to talking about other ways to achieve these goals.
- I will encourage my mentee to share their work and expertise with office colleagues and suggest ways to share their work beyond the office.
- I will assist my mentee's career networking by suggesting connections that will provide useful insights and opportunities to strengthen my mentee's understanding of science's role in policymaking.
- If I am no longer able to serve as mentor, I will work with the mentee and office to identify the next mentor.

Additional goals: _____

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Mutual Pledges

- Mentors and mentees pledge to foster an inclusive environment that treats every person with dignity and respect, recognizing commonalities and shared experiences and learning from and embracing differences.
- All parties will collaborate on the Fellowship Impact Plan, which outlines the mentor and mentee's goals and serves as a living document through the fellowship year, and other reporting for the fellowship.
- This mentoring relationship will continue throughout the fellowship year but may be subject to change with mutual agreement.
- All parties agree to participate in regular reviews of the mentee's performance, as well as regular evaluations of the effectiveness of the mentor-mentee relationship.

If anyone has concerns with this relationship, please contact your STPF program manager.

Additional Pledges

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Mentee's Signature _____ Date _____

Mentor's Signature _____ Date _____

Adapted from:

- Association of American Medical Colleges, *Compact Between Postdoctoral Appointees and Their Mentors*
- Author unknown, *CRSP Team Mentoring Expectations*
- Author unknown, *Mentorship Agreement Template*
- Hook, Edward W III and Audrey Wrenn. *UAB Center for Clinical and Translational Science Mentoring Contract.*
- Norman Ramsey, Tufts University, *Working with Norman Ramsey: A Guide for Research Students*
- University of Wisconsin-Madison, *Sample Compact from Laboratory of Dr. Trina McMahon for Graduate Students*Webster University, *Inclusion Pledge.*