The success of the AAAS S&T Policy Fellowships is due in large part to the dedication and support of the mentors in the congressional and executive branch host offices, who have provided meaningful learning opportunities for the S&T Policy Fellows since 1973. By facilitating valuable professional development experiences, host offices gain the scientific and analytical skills, fresh perspectives, networks, energy and initiative that fellows contribute in public service to the U.S. government.

Following is an outline of responsibilities that mentors undertake to ensure a successful placement both for AAAS fellows and for the host offices. It is important to clarify these roles so that that the fellow receives the direction, feedback, and support that he/she needs to be efficient and effective both in learning from the fellowship experience and contributing to the mission of the host office.

**Before Placement Process (early September):**

- Provide a fellowship position description.
- Review the placement process procedures.

**During Placement (mid-September to early-October):**

- Attend or assign staff to attend the Congressional Fellowship placement reception.
- Review fellows’ materials and schedule interviews. Remain open to direct contact from fellows interested in interviewing in your office.
- Conduct interviews with a number of fellows to ensure finding the best fit of skills and interests to office needs. Include other appropriate staff to ensure a thorough interview process.
- Make an offer(s) directly to the fellow(s) you would like to host.
- When an offer is accepted provide information on when and where to report and how to gain access to the building.

**Upon Placement, coordinate with appropriate office staff to:**

- Locate and outfit 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.
- Schedule any mandatory training or security briefings.
- Notify coworkers of the fellow’s impending arrival.
- Obtain necessary identification cards and building passes.
- Clarify/arrange any necessary support/resources: clerical, budget access or authorization, etc.

**Upon the fellow’s arrival in the office:**

- Greet the fellow on the first day and introduce to office staff, including the Legislative Director and Chief of Staff.
- Provide an organizational chart of the office/committee and a staff directory. Conduct an orientation to the organization/unit/office or arrange for other staff to do so. This should include information on office culture: work schedule, communication, dress code, etc.
- Discuss resources for the fellow’s assignments: administrative support, equipment, staff, consultants, etc.
- Review any restrictions or limitations on the fellow’s ability to represent the office/committee.
- Set up a formal meeting schedule for the first month.
- Provide input on the fellow’s Professional Development Plan, which is created in collaboration with the mentor and submitted within 45 days of the start of the assignment.
During the fellowship year (September through August):

- 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 for at least ½ hour every other week) to provide direction, guidance and input on projects and performance, and to provide resources and contacts to enrich the fellowship educational and career development experience.
- Brainstorm solutions to problems and explore opportunities in projects and assignments.
- Introduce or direct the fellow to key people in the office and their area of work.
- Encourage and provide time to attend meetings within and outside the office/committee.
- Provide constructive feedback on performance and products.
- Support the fellow to take advantage of professional development opportunities.
- Guide the fellow in determining realistic, reasonable expectations and serve as a sounding board.
- Help the fellow to find a balance between work and learning time.
- Meet with the AAAS Fellowship staff during the annual site visit.

At the end of the fellowship (August-September):

- Serve as a reference for the fellow and/or write letters of recommendation.
- Respond to the online mentor survey of the fellowship year.