

## Departmental Mentoring Plan & Timeline

**Summary:** The graduate department of Spanish and Portuguese has a four-part comprehensive system of mentor/mentoring for graduate students. This system provides incoming graduate students with: (1) an advanced graduate mentor, (2) a professional mentor as part of our Professionalization Workshop Series (S504), (3) an academic mentor at the end of students' first year in the MA/PhD, and (4) an advisor to mentor students on their personal, academic, and professional goals during the PhD. The goal of this four-part system of mentoring is to allow students to develop professional relationships with a wide range of faculty as well as advanced graduate students in their area of interest.

- **Part 1 - Summer Mentor**

*Summer before beginning at IU*

Newly admitted students are assigned a summer mentor in April/May, after having accepted their offer and prior to beginning their studies in August of that same year. The summer mentor is usually the person most closely related to a student's articulated research interests when applying for the program. Summer mentors get in touch with students several times (at least twice) over the course of the summer and meet with them during orientation week, to advise students as they are moving to town, with course selection, and other matters.

- **Part 2 - HISP S504 Mentor or identification of a primary mentor**

*Fall Year 1 MA & PhD*

**Identification of a primary mentor:** Newly admitted students check in with their summer mentors and/or invite a new mentor to work with them through their first year of study. New students will also check in each semester with the corresponding Director their area (linguistics, literature, or Portuguese).

**HISP S504 Mentor:** All first-year students (MA & PhD) are encouraged to take our Professionalization Workshop Series (PWS). As part of the PWS companion course (S504) graduate students select a course-mentor with whom they agree on a particular professionalization goal for the course of the semester (f. e. writing an academic article). Students are required to meet with their mentor at least three times per semester, and to submit to their mentor to Canvas as well as a portfolio documenting work done over the course of the semester.

- **Part 3 - Annual Progress Report Mentor**

*End of Year 1 of MA & PhD*

Students at the MA level identify a mentor who formally accepts being their mentor and signs off on our Annual Progress Report (see attached). Students work with this mentor through MA exams unless exams change. Student completing their PhD identify a mentor to work with through the different stages of the PhD (exams, prospectus/proposal, dissertation etc) but the student may change mentors as their interests change. See [Administrative Manual](#), # 711 & #713. This mentor will meet with students at least twice a semester. Both MA and PhD students will communicate this choice to the Graduate Services Coordinator.

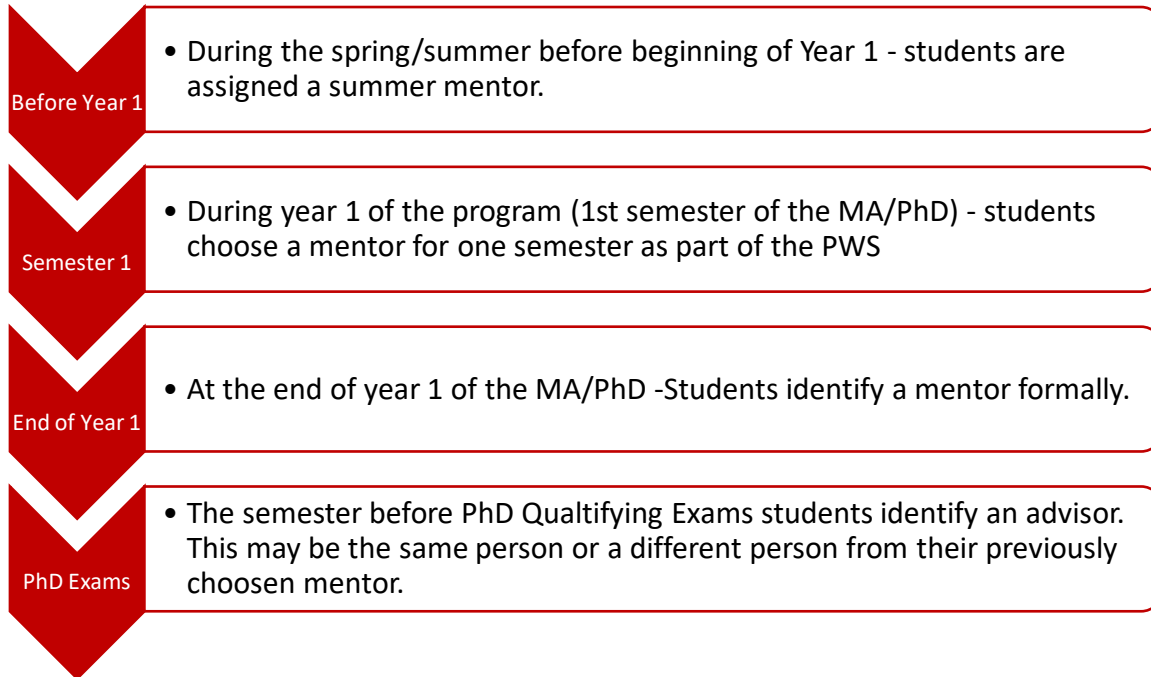
- **Part 4 – Advisor**

*Semester Prior to PhD Exams (typically 3<sup>rd</sup> semester of the PhD)*

- PhD Students have to identify their PhD advisory committee and the chair of the committee in the semester before taking their PhD Qualifying Exams (typically at the end of their third year of course work). See Admin. Manual, #817. The mentor and advisor do not have to be the same person.

\* We also provide students with guidance via PWS workshops and personal one-on-one mentoring offered by our DGS (Professor Kathleen Myers) as well as the Katie Kearns, Assistant Vice Provost for Student Development

## Visual of HISP Mentor Timeline



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