

MENTORING-IN-A-BOX: Women Faculty in Computing

Practical Guide

This is your guide to using the components of *Mentoring-in-a-Box: Academic Women in Computing*. The components of the *Box* are listed in the sequence they will likely be used. You may wish to print all the components as a desk reference copy, then download individual templates as you need them.

Components of *Mentoring-in-a-Box: Women Faculty in Computing*:

Mentoring-at-a-Glance: This document provides a high-level look: it sets the *Box's* purpose, briefly describes its components, and invites participation. Share *Mentoring-at-a-Glance* with others to promote their use of *Mentoring-in-a-Box: Women Faculty in Computing*.

Mentoring Basics: One each for the mentor and the mentee, the *Mentoring Basics* guides lay the groundwork for mentoring and help users imagine themselves in a mentoring relationship.

Mentoring Basics – A Mentor's Guide: Learn why academic women in computer science need mentors, and how to find a promising mentee. Find out how a mentor benefits from the mentoring relationship, and learn practices of good mentoring.

Mentoring Basics – A Mentee's Guide: Learn why academic women in computer science need mentors, and learn how a pretenure faculty woman benefits from mentoring. Learn to engage one or multiple mentors and how to get the most from mentoring.

Set-the-Stage Template: This form helps the mentor and mentee establish a framework for their relationship. During the first meeting, use the *Set-the-Stage Template* to set primary expectations and record initial goals. Be sure each partner keeps a copy for reference.

Meeting Plan Template: This template structures ongoing interactions between the mentor and mentee, and focuses attention on important goals. Use this template to keep activity on-track.

Activities Guide: This *Guide* offers promising practices for mentoring pretenure faculty women. Use the *Activities Guide* as written or as a springboard for your own activities. The *Activities Guide* offers practical discussion topics and exercises that address challenges organized within these themes:

1. Success in Academia
2. Time Management and Work-Life Balance
3. Women in a Male-Dominant Field
4. Teaching and Interacting with Students
5. Becoming an Accomplished Researcher
6. Career Advancement
7. Communications and Collaboration

References and Resources: Examine sources and references that inform this *Box*, and learn more about mentoring.

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