Computational Social Science Mentorship Program Guide

This document contains resources and guidelines to support participants in the Computational Social Science Mentorship Program and help get them started with their mentoring experience. Each mentor/mentee relationship is unique, and participants are encouraged to use the contents of this guide as they find helpful. For questions or concerns during the program, participants should reach out to the CSS Program Coordinator, Eileen, at css-advising-g@ucsd.edu.

Program Expectations

Mentors
- **Provide peer to peer advice**: Offer guidance on topics of interest to mentee, including academics, career, social life, getting involved with research, transitioning into graduate school at UC San Diego.
- **Initiate meetings**: Take initiative to schedule meetings with your mentee.
- **Track Meetings**: Submit meeting tracking forms consistently after each meeting and ensure all meetings have been completed and recorded by quarterly deadline provided by CSS Program.
- **Maintain Appointments**: To the extent possible, keep scheduled appointments and notify mentee as soon as possible if rescheduling is required.
- **Be Available**: Do your best to be available for your mentee in times of need.
- **Follow the UC San Diego Principles of Community**

Mentees
- **Maintain Appointments**: To the extent possible, keep scheduled appointments and notify mentor as soon as possible if rescheduling is required.
- **Communicate Goals**: Take initiative to share your goals and what you hope to gain from the program with your mentor, using the resources in this guide if needed.
- **Follow the UC San Diego Principles of Community**

How to Begin

After being matched with your mentee/mentor via email, exchange relevant contact information and discuss suitable times and locations for your meetings. It is highly recommended to schedule all 3 of your meetings for the quarter in advance. While adjustments and rescheduling may need to happen, having all meetings on your calendar will help both mentors and mentees more effectively plan for meetings and maintain the structure and consistency that is essential for an effective mentoring relationship.

Initial Discussion Topics

Part of your planning should include thinking about what questions you want to ask your mentor or mentee. Many of them will be specific to your roles, career paths, and goals. However, helpful conversations can also come from unexpected explorations. Below are some questions to consider discussing during your first meeting:

Mentoring Expectations
- What are your pronouns and lived name?
- What are your preferred communication methods?
- What are the expectations around emergency cancellations/rescheduling meetings?
- What are your expectations of me as a mentor/mentee, and how can I best support you?
- What are you hoping to take away from the mentorship program?
- What are the top 3 goals you want to work towards?
- How do you prefer to receive feedback?

Academic and Career
- What phase is the mentee in for career planning? Do they have a specific career in mind for after graduation, or are they in an exploratory phase?
- What are your current research interests/projects?
- What are your short-term academic goals for this quarter?
- What are your long-term academic goals for your time at UC San Diego?

Personal Development and Wellbeing
- How do you balance your academic, personal, and social life?
- What strategies do you use to manage stress and maintain wellbeing?
- Are there particular areas of personal development you would like to focus on?

Checking In on Mentorship Goals

Regularly checking in on your mentorship goals is important for making progress and ensuring your time together is productive. Consider revisiting and adjusting your goals as needed at the beginning of each quarter.