Meeting is between:

***Student:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mentor:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following are suggested points to guide your discussion. For year 1 students, it is important to take the long view, develop a plan of action, and identify early steps.

## Topic: Long term professional and personal goals

What does the student want to become over the long term? How does this fit with their personal and family priorities? What should be the step after graduation from the PhD?

## Topic: Research priorities

What does the student want to accomplish in their research? What tasks are most important to focus on? What are the research milestones, and when should they be reached?

## Topic: Teacher development

What sort of teaching does the student want to do? What is required for graduation? How can this be arranged? Consider required teacher training courses.

## Topic: Soft skills

Take an inventory of the student’s soft skills. A suggested list is below. Which skills does the student have? Of the ones that are lacking, how can they be obtained? Consider the student’s long term goals.

 writing a scientific paper

 writing a grant or felllowship application

 the art of figures

 ethics

 public speaking

 time management, organization, and focus

 project leadership and management

 conflict resolution

 negotiation

 learning from / responding to criticism

 navigating the job market, interviewing, etc (maybe in later years)

 literature search, knowledge management, and archiving

## Topic: Professional network

Identify the research community to which the student belongs. Who should the student meet among his peers? Who should the student meet among his/her seniors? What contacts are needed outside the student’s immediate discipline? How could such contact be made? Are there committees, panels, clubs or other activities that are conducive to making such contacts?

## Topic: Benchmarks

Identify goals to be accomplished before the next meeting. The latter should be at the latest at the 2018 Annual Meeting.