

Besides the introductions meeting, each department should sponsor at least one additional get-together for all graduate women per semester. While the focus of the meeting should be graduate women, for several reasons it is usually highly beneficial to extend the invitation to include guests of the women; this typically results in the attendance of several coworkers, spouses, and/or small children. Between one and four such meetings per semester will be appropriate, depending on the department. The get-togethers can be organized by the department or by individual faculty members or students, but refreshments for the get-together should be funded by the department. Lunch or dinner is often a convenient time for such a meeting. A faculty member's home is an appealing venue for dinner-time get-togethers.

While such meetings will be organized at the departmental level, it is the responsibility of the College administrator to verify that they are indeed taking place, as with the other department-level activities.

2.3.3 Letter to Volunteers

Mentor Program Administrator
College of Engineering
University of Illinois
106 Engineering Hall
1308 W. Green Street
Urbana, Illinois 61801

June 18, 1993

Dear Graduate Student,

It is with great pleasure that I announce to you the beginning of a new peer mentoring program for female graduate students in the College of Engineering. The Engineering Graduate Student Mentor Program will aid first year female graduate students by pairing them with a volunteer female "mentor" who is a currently enrolled student in the same department. This mentor will be an unofficial source of information about the college, department, and university.

The responsibilities of the mentor include completing the attached survey (to aid in matching mentors with new graduate students), attending an information meeting later this semester, attending an introductory meeting with the new graduates and other mentors next semester, and being available for the assigned new student. In addition, mentors are asked to correspond with their new students before the beginning of the semester to ease the transition process.

If you would like to participate in this program as a mentor, please complete and return the enclosed survey. Your assistance in this matter is greatly appreciated.

Sincerely,

Mentor Program Administrator

2.3.4 Survey

College of Engineering
Peer Mentor Program Survey

Dear Peer Mentoring Volunteer:

To help us match mentors and incoming graduate students, please complete the following survey. Completed surveys will only be available to the Mentor Program Administrator and departmental graduate recruiting officer for the above-stated purpose.

Please return completed forms to the Mentor Program Administrator: Mentor Program Administrator, College of Engineering, 106 Engr Hall, 1308 W Green St., Urbana, Illinois, 61801 or via electronic mail at mentor-admin@uiuc.edu.

Name:

Department:

The following are optional (important in making a good match):

Marital Status:

Age:

Number of Children:

Nationality:

Race:

Education

Degree Held

Granting Institution/Department Year

Degree Goal:

Major Field of Study:

Priority List of Research Interests:

Work Experience

Number of Years Work Experience:

Type of Work Experience:

Personal Interests

Hobbies:

Favorite Sport:

Favorite Type of Book:

Additional Comments: