| Logo, company name  Description automatically generated  MENTORING 2023  Guidelines and Important Information | ABSTRACT  In this booklet you will find important information about OTI mentoring program and additional resources to obtain the most from this experience  OTI Mentoring TaskForce |
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# Out To Innovate Mentoring Program

[Out to Innovate](https://oti.memberclicks.net/) (OTI) is pleased to offer these mentoring sessions – designed to connect LGBTQ+ students with LGBTQ+ STEM professionals who want mentoring on academic and professional success.

Once you are paired with your mentee/mentor, we will provide you with a topic calendar that will be sent out at the beginning of the Program. You can choose to connect with your mentee/mentor via phone, text, email, or videoconference at a time convenient for both of you.

If you have any questions or difficulties, or in the unlikely event that either the mentee or mentor abruptly end the program, please email us at [mentoring@noglstp.org](mailto:mentoring@noglstp.org)

## Mission Statement

The mission of OTI Mentoring Program is to foster the new generation of LGBTQ+ professional in STEM, helping them to successfully navigate the professional space while embracing their LGBTQ+ identity. By leveraging the full range of LGBTQ+ professionals in STEM, facilitating networking opportunities, and creating a supportive and positive environment OTI’s Mentoring Program has the goal to embolden the new generation of LGBTQ+ professionals in STEM, providing them with the skills and tools to create their identity as LGBTQ+ professionals in STEM, to strengthen their voice, and to become future mentors and leaders.

## General info

#### Out To Innovate

Out to Innovate is a 501(c)3 non-profit organization, formerly known as National Organization of Gay and Lesbian Scientists and Technical Professionals or NOGLSTP (pronounced nah’-goal-step). We are a membership-based professional society of gay, lesbian, bisexual, pansexual, asexual, queer, and transgender people — and their allies — employed or interested in science, technology, engineering, and mathematics fields. We educate people on LGBTQ+ issues in science and the technical workplace, and foster mentoring and networking among our members. You can find more about us and our programs on our [website](https://oti.memberclicks.net/).

#### Time commitment

Previous cohort of the mentoring program estimated a time commitment of 15-20 minutes per week. We will provide a 6-weeks material for the structured Mentoring Program.

#### What to expect as Mentee

As mentee you will receive advice from LGBTQ+ professionals in STEM that have been through some of the challenges that you are currently facing as a student. You will likely gain knowledge, skills, and tips about challenges you face in your education or future career. Some of the comments we received from the previous cohort emphasized that this was their first time meeting an “*LGBTQ adult in STEM*”.

#### What to expect as Mentor

Mentorship is two-way communication, and you are as likely as your mentee to gain knowledge and skills from this program. You may be the first LGBTQ adult in STEM your mentee will meet in their career. One comment we received from the previous cohort: “*It was really awesome to connect with another queer student and help them, encourage them, and show them they had the potential to do whatever they wanted in their career.*”

#### Can I discuss topics that are not provided?

Yes. As previously mentioned, we will provide discussion topics to facilitate conversation between Mentee and Mentor. However, we also encourage each Mentee/Mentor pair to discuss any topic of their interest. Participants of the previous cohort had discussions on aspirations and work goals, being out in the workplace and navigating being gender-nonconforming in STEM, Queerness in academia and society, including discrimination in higher education and the workplace.

#### Networking Event

To encourage and foster communication and a sense of community, at the end of the program there will be a virtual networking event for all the Mentees and Mentors of the OTI Mentoring Program. Details will be provided ahead of time. While attendance at this virtual event is not required, we suggest you attend the event.

#### End of the Program Evaluation

At the end of the program, we will send you an anonymous survey to evaluate the Mentoring program and ask for feedback. It will take no longer than 5-10 minutes to complete. Your feedback is highly appreciated and will be used to improve OTI Mentoring Program in the future.

# Mentoring Guidelines

As a participating member of the OTI Mentoring Program, I agree to abide by the OTI Code of Conduct.  I agree that if I violate any rule of the Code of Conduct, OTI may suspend or terminate my participation as a Mentee/Mentor in the Mentoring Program.

Any violations of the code should be reported to [mentoring@noglstp.org](mailto:mentoring@noglstp.org)

## Mentees and Mentors

* Maintain honest and open communication at all times during the mentoring period
* Be mindful of cultural diversity
* Privacy – treat all the information that your mentee or your mentor shares with you as confidential and protect them, not share them outside the pair unless you have explicit consent
* Establish boundaries and respect them
* Respect the time of the mentee/mentor. You should be available for the mentoring meeting. In case you are not able to participate in the meeting you should notify the partner in a timely and clear manner
* You shall not use offensive language and you shall not distribute offensive images
* Medical, mental health, and/or legal advice shall NOT be provided during the period of OTI mentoring program. Even when the Mentor or Mentee is a qualified professional, such advice is not allowed under the OTI mentoring program
* If the Mentee/Mentor is unwilling or reluctant to or show discomfort in discussing a specific topic, respect their feeling and promptly cease pursuing that topic

## Mentees

* Be forthright and upfront with the problem
* Be open to receiving feedback
* I shall not expect my Mentor to find me a job

## Mentors

* Work to strengthen Mentee independence
* Promote Mentee’s best interest

# Additional resources on mentoring practices

In this section you will find links to resources on mentoring practices. While it is NOT mandatory to consult these resources, we encourage each mentor and mentee, especially if they are new to a structured mentoring program, to have a look at them BEFORE the official start of the program.

All the PDFs of the suggested readings are available as attachments to this booklet.

**THE SCIENCE OF MENTORSHIP** [Podcast](https://podcasts.google.com/feed/aHR0cHM6Ly9mZWVkcy50cmFuc2lzdG9yLmZtL3RoZS1zY2llbmNlLW9mLW1lbnRvcnNoaXA=?amp;episode=MTYyMjE3Y2ItNzY2MC00ZTcyLThlNDUtMjM2ZTc4NmVmNDFm) covering various topics of the mentoring process and the relationship between Mentee and Mentor to achieve a successful mentoring experience (link to Google podcast, but available on other platforms)

**MENTORSHIP MALPRACTICE** Chopra, V., Edelson, D. P. & Saint, S. *JAMA* 315, 1453–1454 (2016). In this [article](https://jamanetwork.com/journals/jama/article-abstract/2512789), Chopra and colleagues explore the most common active and passive malpractices that you can encounter in a mentoring program and how to avoid them.

**MENTEE MISSTEPS** Vaughn, V., Saint, S. & Chopra, V. *JAMA* 317, 475–476 (2017). While mostly addressing common mistakes committed by mentees, this [article](https://jamanetwork.com/journals/jama/fullarticle/2600471) is a good reading also for mentors.

**BECOMING A GREAT MENTOR** a [short guide](https://www.apa.org/monitor/2019/01/cover-mentor) to avoiding missteps as a mentor and ensuring your mentees’ professional and academic success. This is the first part of a four-part series on mentoring put together by the American Psychological Association – parts [2](https://www.apa.org/monitor/2019/02/mentor), [3](https://www.apa.org/monitor/2019/03/mentors), [4](https://www.apa.org/monitor/2019/04/mentor-ethically).

# Links to topics not covered on the program

The following links cover topics that will NOT be covered by OTI Mentoring Program, but that might be of interest to the members, ranging from legal advice on name change to immigration and mental health support.

While we share these links as support for our community, OTI is not responsible for the content of the links and we advise you to properly check any information.

*The Trevor Project: crisis helpline*

<https://www.thetrevorproject.org/>

*THRIVE: Crisis Helpline*

<https://thrivelifeline.org/index.html>

*National Center for Transgender Equality self-help guides: health coverage, legal services, ID documents:*

<https://transequality.org/self-help-guides>

<https://transequality.org/health-coverage-guide>

<https://transequality.org/documents>

<https://transequality.org/id-documents-center/transgender-legal-services-network>

*Silvia Rivera Project: legal aid for name change, IDs, immigration and more*

<https://srlp.org/>

*Human Rights Campaign: legal, name change, health information and guides and more*

<https://www.hrc.org/resources>

*Lambda Legal*

<https://www.lambdalegal.org/>

*American Civil Liberties Union: legal, name change, health information and guides and more*

<https://www.aclu.org/issues/lgbtq-rights>

Additional links can be found at the [OTI Resource page](https://oti.memberclicks.net/resources)