

## Professional Development Mentorship and Outreach Plan

### Due Date: August 31, 2025

**Note:** We expect you to develop your outreach plan towards the end of the first year of your Fellowship and begin implementing your plan during the second year of your Fellowship by engaging with community members who will use your findings. We understand that your graduate work may extend past the two years of funding you receive as a Massachusetts Sea Grant Graduate Research Fellow. If you make a plan but are unable to implement it due to lack of research findings at the end of your two years of funding with this Fellowship and your outreach activities extend past the two years of funding of this Fellowship, we hope you continue to implement this outreach and mentorship plan until your degree is complete.

Please refer to the [Guidance on Fellow-Mentorship Relationships](#) as you work through this document.

#### Methodology:

1. Fellow: Refer to the Fellow Expectations questions below and be ready to discuss your expectations and ideas with your mentor
2. Mentor: Refer to the Professional Development Mentor Expectations questions below and be ready to discuss your expectations and ideas with your fellow
3. Discuss your expectations and ideas prior to drafting and finalizing the Professional Development Mentorship and Outreach Plan to align the goals and expectations for the fellowship experience.
4. Write the Professional Development Mentorship and Outreach Plan together, sign, and return to [seagrant-research@whoi.edu](mailto:seagrant-research@whoi.edu).

#### Fellow Expectations (Sample Questions)

1. What is a brief summary of your intended research and why you want to do it?
2. What is your vision for your outreach plan? Who do you propose to share your research results with? How do you propose to share your research?
3. What are your professional or personal goals related to this experience? How can this mentor-fellow relationship help you achieve them?
4. What would success in this mentorship experience look like to you?
5. Assuming a good fit, how long do you expect to work with this mentor? (Your collaboration may extend past this two year fellowship)
6. What, if any, specific technical, outreach, or communication skills do you expect to learn as part of this experience?
7. How do you prefer to communicate and learn (written, verbal, shadowing/observing, etc.)?
8. Once you have drafted and agreed upon an outreach plan together, do you prefer that your mentor watch closely what you do, walking you through all the steps, or do you prefer a hands off approach to your mentorship?
9. What skills do you expect to bring to this Professional Development Relationship from previous work?

#### Professional Development Mentor Expectations (Sample Questions)

1. What would success in this mentorship experience look like to you?
2. How many hours per week and at what times/days do you expect to meet with your Fellow while drafting the outreach plan? How many hours per week and at what times/days do you expect to meet with your fellow after the plan is completed?
3. Assuming a good fit, how long do you expect to work with this fellow?
4. What, if any, specific technical or communication skills do you expect your fellow to learn as part of the mentorship experience?
5. What metrics will your fellow use to document the success of the outreach plan?
6. Is there any institutional training that is required for your fellow to work with you on their outreach plan? If so, establish a deadline by which they should complete it.
7. How do you prefer to communicate and teach (written, verbal, in-person/Zoom, etc.)?
8. What is your mentorship style? Do you prefer to be involved with the fellow through each step of the execution of the outreach plan, or do you prefer a hands off approach?
9. What skills do you expect to bring to this Professional Development Relationship?
10. What outreach resources, beyond your mentorship, can you and/ or your organization provide the fellow (e.g., outreach materials, locations/support for events, inclusion in events relevant to the fellow's research, attend events or meetings at your organization, shadow you, co-author materials, etc)?
11. Do you plan to help present the fellow's research through your organization?

### **Mentorship and Outreach Plan Structure and Components**

The plan should include a cover letter and a two page mentorship and outreach plan in paragraph form.

#### Cover Letter:

The Cover Letter should include:

- Project Title
- Fellow Name, graduate institution, email, phone number, and mailing address
- Faculty Advisor Name, institution, email, phone number, and mailing address
- Professional Development Mentor Name, institution, email, phone number, and mailing address
- Signature and date from both the Fellow and Mentor (By signing, you agree to these goals, expectations, and working parameters for this Mentorship and Outreach Plan)

#### Mentorship and Outreach Plan:

The Mentorship Plan should include:

- What the Fellow and Mentor hope to achieve during the course of the mentorship
  - Fellow's Goals: (Personal and/or Professional)
    - Please use the discussion questions above to craft this
  - Mentor's Goals: (Personal and/or Professional)
    - Please use the discussion questions above to craft this
- What is the structure of the Professional Development Mentorship? For example, how often do you plan to have Fellow/Mentor meetings? Will you meet in person, on the phone, or virtually?
- Our shared vision of success in this mentorship experience and project is...

The Outreach Plan should include:

- A short summary of the **research** project goals
- How will you share your results with the scientific community? i.e., what conferences or workshops do you plan to attend and/or present your findings?
- How will you share your results with stakeholders outside the scientific community? Describe your approach for engaging with and disseminating findings and/or products to relevant stakeholders and how they will serve to advance the Sea Grant mission to improve the translation of scientific information into knowledge for use in the marine environment. Consider the following items:
  - Who will you engage with directly and who are the beneficiaries of your project? Justify/describe the need for the proposed project and its activities from the perspective of relevant stakeholders (beneficiaries).
    - Initial outreach activities may include reaching out to MA organizations that are relevant to your research and attending meetings, talking with members, and receiving feedback on your research methods and goals.
  - What outreach materials do you propose making, who do you plan to reach with your materials, and what is the timeline for creating and disseminating these materials?
  - Describe the steps you will take to coordinate the outreach plan with your advisor, mentor, and other stakeholders.
  - indicate the ways in which the project's results may be applied or disseminated and describe how the results of your project will be used by others. What effects or changes might be expected? When might these impacts or outcomes be expected? Estimate the time frame in which the results would make a difference to project beneficiaries.

Other issues not addressed above that are important to our work together:

WHOISG and MITSG are committed to ensuring that researchers and fellows maintain the highest scientific integrity and are provided with an equitable, positive, and respectful working and learning environment free of discrimination, harassment, and bullying. WHOISG- and MITSG-supported investigators and undergraduate, graduate, and postgraduate fellows and their supervisors are expected to represent WHOISG and MITSG with the highest integrity and ethical standards. They must abide by the standard code of conduct policies of their home institution(s) including, but not limited to, any: personnel policy, policy regarding sexual harassment, policy regarding workplace violence, and policy regarding ethical behavior. Furthermore, the funding provided through this research or fellowship award is subject to any NOAA policies relating to scientific integrity and sexual assault or harassment that may be in force at the time the award is issued. More details on these policies can be found in the terms and conditions documents provided to the Fellow.