

Academic mentoring – your meeting



Swansea University
Prifysgol Abertawe

Your name / number:

Your course / year of study:

Date and time of meeting:

Before you attend think about:

1. How are things going?

2. What are your priorities for this academic year?

3. What actions do you need to take to achieve your priorities?

4. When will you take these actions?

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Mentee and mentor both need to:

Turn up **on time**

Prepare for each session

Not make last minute changes unless unavoidable

Give and receive **feedback**

Deliver on any promises e.g. exchanging emails

Mentee Undergraduate or postgraduate taught student	Mentor Academic member of staff
<ul style="list-style-type: none">✓ Note down any actions you have agreed to do✓ Follow up on the actions agreed	<ul style="list-style-type: none">✓ Ensure the process is followed✓ Ask the right questions✓ Keep your own record of actions