QEM NETWORK
MENTORING WORKSHOP FOR
UNDERREPRESENTED MINORITY
UNDERGRADUATE STUDENTS
& FACULTY/STAFF ADVISORS

Preparing Undergraduate Engineering Majors to Meet Academic Expectations

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DEVELOPING INDIVIDUAL MENTORING & ACADEMIC CAREER DEVELOPMENT PLANS

- Set your own goals and objectives
  - What do you want to accomplish (why?)
  - How will you accomplish it
- Choose your mentors
  - Comfort, Trust, Resource
- Make the most of it
  - Schedule, Prepare, Follow up (Ready-Set-Go!)
- Pass it own
  - You learn best by teaching
## Setting Goals & Objectives

<table>
<thead>
<tr>
<th>Area</th>
<th>Short Term</th>
<th>Long Term</th>
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</thead>
</table>
| **Education** | **Get my BSc.**  
- Pass my courses  
- Get all A grades  
- Be a lab assistant  | **Get my PhD**  
- Apply to grad school  
- Pass the GRE (high)  
- Go to a good school  |
| **Career**   | **Get an internship**  
- Research companies  
- Prepare a resume  
- Go to career fairs  | **Get my first job**  
- Use my internships  
- Research salaries...  
- Research benefits  |
| **Personal** | **Be happy**  
- Family  
- Friends  
- Community  | **Be happy**  
- Family  
- Friends  
- Community  |
ACADEMIC REQUIREMENTS & COURSE TIMETABLES

- Use a plan of study for your degree requirements
  ✤ SIEplan2009regular100209.pdf
- Update it each semester with your advisor
- Review it with your mentor
- Consider a double-major, minor, or accelerated post graduate program
  ✤ MS/PhD
  ✤ Pre-Med, Pre-Law
  ✤ MBA
BUILDING EFFECTIVE STUDY HABITS

- The components of study
  - Classroom notes and comprehension
  - Self study and reflection
  - Group study and reinforcement
  - Assisted study for gaps in understanding

- The process of study
  - Attentive note taking and participation
  - Reading, understanding, identifying weaknesses
  - Practice, repetition
  - Filling in gaps

- The practice of study – (12 days)
  - Setting the mood (time, place, focus – no distractions)
  - Getting in the groove (habit)

- The results of study
  - Achieving your goals
    - Continuous improvement

SET ASIDE THE TIME
TIME MANAGEMENT STRATEGIES\textsuperscript{5,6}

1. Set your goals, objectives, and priorities
2. Inventory your time and prepare a time budget
   - Semester, monthly, weekly, daily
3. Plan 2 hours study for each 1 hour of class
4. Identify your best time of day to study
5. Study difficult or boring subjects first
6. Use the same place to study every time
7. Use the library
8. Avoid distractions
9. Use waiting time
10. Treat school as a full time job
<table>
<thead>
<tr>
<th>Benefits</th>
<th>Strategies</th>
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<tbody>
<tr>
<td>Support group</td>
<td>Pick members carefully</td>
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<tr>
<td>Easier Q&amp;A than class</td>
<td>• 3 to 5 members</td>
</tr>
<tr>
<td>Motivation – need you</td>
<td>• Motivated, capable, dependable, likeable</td>
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<tr>
<td>Repeat concepts during discussion</td>
<td>How often &amp; how long</td>
</tr>
<tr>
<td>Learn from each other</td>
<td>• 2 sessions, 60-90 min/wk</td>
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<tr>
<td>Compare class notes</td>
<td>Set meeting place</td>
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<tr>
<td>Learn by teaching/sharing</td>
<td>Set goals/activities</td>
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<tr>
<td>Great for projects/reports</td>
<td>Rotate group leader</td>
</tr>
<tr>
<td>Interaction fun/friendship</td>
<td>Not a social group</td>
</tr>
<tr>
<td></td>
<td>Each member contributes</td>
</tr>
<tr>
<td></td>
<td>No one may dominate</td>
</tr>
</tbody>
</table>
REFERENCES


6. Covey, Steven. The 7 Habits of Highly Successful People (https://www.stephencovey.com/7habits/7habits.php)