Mentoring Econ 4060:

Draft Jan 12, 2018

10% of your course grade will be for mentoring another student's research project.

General rules:

1. Two students cannot mentor each other.
2. The mentor's mentoring grade will be positively related to the quality of the mentee's submissions (proposal, paper, presentation, etc.)
3. A mentor must read the articles their mentee is discussing.
4. The mentee must get drafts to their mentor with sufficient time for the mentor to comment, and the mentee to revise, before the assignment is sent to me.[1]
5. I should be copied on all email exchanges between the mentor and mentee. (see below for **naming protocol for subject line and file**).
6. Choose, very carefully, who you will work with based on the person, and their topic.
7. Be polite to your mentee.
8. Be polite to your mentor.
9. If you don't understand, tell them.
10. Put yourself in Edward's shoes. You need to help your mentee improve their research and paper.

Naming conventions for emails between mentor and mentee (if there is an attachment is should have the same name):

"Econ4060M_XandY_topic_fromZ_date"

"X" is the name of the **mentor**. Use first names if you are the only one with that first name. Use the exact same name on every communication.

"Y" is the name of the **mentee**

"topic" is "proposal, or "paper", or "final"

"fromZ" is the name of who send the email.

For example:

"Econ4060M_BobandBetty_proposal_fromBetty_011218"

Would be a mentoring email send by Betty to Bob on Jan 12, 2018, wrt Betty's proposal.

If Bob responds to this email from Betty, the subject line (and attachment, if there is one)

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[1] For example, the mentee will need to get a draft of their proposal to their mentor at least 8 days before it is due. Then the mentor will have to get it back to their mentee is 3 or 4 days.

Should be named

"Econ4060M_BobandBetty_proposal_fromBetty_011217_respBob_011318"

 if Bob responded on Jan 13.

Now you think I am nuts. But, imagine keeping track of a hundred or so emails by mentor, mentee, topic, and date. Emails coming into my inbox will be sorted based on these names. E.g. All subject lines starting with "Econ4060M" will go into a folder called "Econ4060M". And under that there will be a subfolder names "BobandBetty"