

CPAP - ALEXANDRIA - FALL 2005

DOCTORAL MENTORING PROGRAM

The Doctoral Mentoring Program (DMP) satisfies the 3-credit Proseminar Requirement for the Ph.D. degree program. Attendance is required at a minimum of 15 DMP sessions in order to satisfy the Doctoral Proseminar Requirement for the Ph.D. degree.

The Doctoral Mentoring Program sessions meet in two different clusters: Plenary Group (consisting of all doctoral students who are participating in the Doctoral Mentoring Program and represent the collective membership of all Mentoring Groups) and Mentoring Group (consisting of a group of approximately 12 doctoral students assigned to a core faculty Mentor).

Upon entering the PhD program, students will be assigned to a Doctoral Mentoring Group.

The Doctoral Mentoring Program is coordinated by a faculty Manager, who serves a one-year term and is drawn from the CPAP core teaching faculty on a rotating basis.

The responsibilities of the Doctoral Mentoring Program Manager are:

- Convene and chair all Plenary Group sessions of the Doctoral Mentoring Program
- Arrange facilities for Doctoral Mentoring Program sessions
- Schedule sessions of the Doctoral Mentoring Program not later than May preceding the academic year of service as Manager
- Supervise staff assistance, as available
- Communicate with all faculty and student Doctoral Mentoring Program participants by email and oversee and provide timely content for the Doctoral Mentoring Program website
- Maintain an attendance record of student participation in Doctoral Mentoring Program sessions
- Organize and chair the annual New Doctoral Student Reception, to be given early each Fall Semester
- Convene and chair regular meetings of the Doctoral Mentoring Program Planning Committee (to consist of all core teaching faculty members and one student member elected from within each of the three Mentoring Groups, as well as the Doctoral Mentoring Program Manager's Graduate Assistant.

Students have the responsibility to notify their Mentor and the Mentoring Manager about absences, where possible, by email.

Students who miss any regularly scheduled mentoring sessions will have to add Mentoring Program sessions to meet the minimum requirement of 15 sessions.

Students who elect to take an official Leave of Absence from the doctoral program should notify their faculty advisor and the DMP Faculty Manager and file the appropriate Leave of Absence Form with the Graduate School. Students who are on a Leave of Absence may continue to attend DMP sessions, at their discretion, in order to build up credit toward satisfaction of the Doctoral Proseminar Requirement.

When a doctoral student has completed the required 15 sessions, he should communicate this fact to his faculty advisor and register for 3 credits of PAPA 7994 in order to earn the appropriate Doctoral Proseminar academic credit.

Initial discussion of program of study is to be done as part of an annual Advising Fair and will emphasize transfer credit decisions rather than long-term program plans; subsequent advisory discussions are to be done on a one-on-one basis between student and faculty advisor and will emphasize long-term program planning and program adjustments.

Student is responsible to communicate on a regular basis with faculty advisor—at least once each year—about status of their progress in their academic program. Student is responsible to schedule their regular annual advising session—ideally at mid-semester.

Faculty advisor is responsible for periodic evaluation of student progress in the academic program. Normally this would happen each semester.

Assignment to PhD Mentoring Groups is based on the student's faculty advisor assignment. Faculty advisors are selected on a random basis unless a student expresses a preference for a specific advisor. The Manager of the Doctoral Mentoring Program is responsible for assignment decisions and for advising students concerning changes in advisors and mentoring groups.

Students who wish to change their faculty advisor and Mentoring Group assignment need to discuss this decision with both the "gaining" and "losing" faculty advisors—both as a courtesy and to insure that the "gaining" Mentoring Group has room for the additional student. Conflicts in Group changes should be discussed with the faculty Mentoring Manager. It is expected that Group changes will not occur except at the beginning of the academic year—therefore, students who desire to make a change should contact the "gaining" and "losing" faculty advisors by the first week of the Fall Semester and communicate the results to the Mentoring Manager by the second week of the Fall Semester, at the latest.

Mentoring Community Norms

A community such as the one we have established requires two discrete sets of norms: "conduct of business" or structural norms that would govern the operation of the community and the groups that it comprises, and "process" norms that would refer to and regulate the texture of interpersonal relationships within each of the Mentoring Groups. The governing principle here is that all of the individual Groups are to follow a common and agreed upon set of operating norms—though it is inevitable that there will be some variation in the way specific Mentoring Groups develop.

Norms for Conduct of Mentoring Community Business Generally

1. Individual Mentoring Groups should hold to the schedule of the sessions as they have been set in the course schedule—so that all three groups meet in Plenary Session at the designated time and the possibility is kept open that plenary sessions can be held. Groups may, of course, hold additional meetings as they wish at times and places they agree upon.
2. It is expected that all participants will attend all six of the Doctoral Mentoring Program sessions to be held during the year.
3. Conflict is okay. This is a community based on dialogue and discourse. We stay with conflict and work it through at least to the level of mutual understanding of the other's position.
4. Expression of feelings is okay.
5. Nothing that participants say or do in Doctoral Mentoring Program sessions will be taken into account in any official academic evaluation procedure that participants might undergo in the academic program of CPAP.
6. The Doctoral Mentoring Program will use a consensus decision making process.
7. Schedules for meeting times will be published along with the normal semester announcement, and should, if possible, be available four months before the beginning of the semester.
8. All sessions will follow the standard norms for attendance and participation that are used for any class. Program activities will not be altered to accommodate late arrivals.

9. Confidentiality in the large group is respected.
10. Anyone can offer to invite an outside resource person to the meetings.

Norms for Conduct of Individual Mentoring Group Sessions

1. Any participant can enter an anonymous request to the current Mentoring Program Manager that an outside facilitator be brought in to conduct process consultation sessions with the Group when that member feels that the Mentoring Group has developed relationship issues that are impairing it from accomplishing the purposes of the Doctoral Mentoring Program.
2. Mentors will be allowed to bring in outside resource people when this seems appropriate.
3. Nothing that participants say or do in Mentoring Program sessions will be taken into account in any official academic evaluation procedure that participants might undergo in the academic program of CPAP.
4. Conflict is okay. This is a community based on dialogue and discourse. We stay with conflict and work it through at least to the level of mutual understanding of the other position.
5. The Mentoring Groups will use a consensus decision making process.
6. Optional Mentoring Group meetings may be opened at the discretion of the group holding the meeting.
7. Confidentiality in each Mentoring Group is to respected.
8. Anyone can offer to invite an outside resource person to the meetings