Accountability Strategies

Do these with your mentees or for yourself.

General strategies:
- Publicize and reward successes, including finishing a major project by the deadline (e.g., a "Wall of Honor" posting, shout outs during lab meetings, share successes with inner circles, posting achievements on social media, etc.)
- THEY set up meetings with YOU well in advance, and you adhere to the schedule. Be sure they know how you want them to schedule the meeting (i.e., calendar invitation, standing meeting, etc.).
- Use the provided SCOARE mentee planning/progress form**, or an adapted version.
- Prepare your mentee to speak at lab meetings (for example, let them know you will direct questions about their progress and projects to them, have them present a data slide, etc.)

Project-specific strategies:
- Create a task list with distinct responsibilities for the mentee and mentor and send an email with the first example (i.e., "After each meeting, [mentee name] will summarize meeting decisions and action items/deadlines for each scientific communication task and send an email with this summary), then use this to review tasks at the next meeting.
- Develop a schedule with your mentee for each writing or presenting product (e.g., abstract, manuscript, conference talk) and review elements to include clarity, specificity, feasibility, and timeline.
- Keep track of writing deadlines on a cover page of the draft; date and initial the cover page at each check-in to keep a running record.
- Have a writing check-in at every one-on-one with your mentee.
- Ask *content* questions about writing projects; allow a discussion to develop in case mentee is stuck (e.g., "Walk me through your reasoning").
- Have a writing retreat** (half or even full day) or specified periods of time of the week (e.g., Mondays from 10 – 12) dedicated to writing for the group.
- Start a peer editing and/or writing group**, or ask a mentee to organize it.
- Make a calendar reminder to look for and reply to expected progress emails from a mentee (at least "Got it." or "Good first effort!"), providing additional notes if needed or helpful.

For "writer's block":
- Make sure there's not something else going on causing the lack of progress (personal issues, something they don't understand, etc.).
- Mention when deadlines are not met. This is not meant to embarrass the mentee; it's meant to let them know you notice.
- Ask the mentee how they plan to fix the problem if their work is continually late.
- Make it explicit and clear that "stuck-ness" is common and something to discuss with you or others in order to move forward.

**See binder resources for a copy of the mentee "Scientific Communication Yearly Progress Report," as well as instructions and other resources on how to organize writing groups and writing retreats.