

ADVENTOR

Advanced Engineering and Training in Next-Generation Mobile Robotics for Human Spaces

ADVENTOR Mentorship Program

Table of Contents

ADVENTOR Mentorship Program	1
Goal	1
Objectives	1
Program Workflow	2
Mentor Goals Resource.pdf.....	2
Template - Mentorship Agreement.pdf.....	2
Mobility & Mentorship Experience Feedback – Fill out form	2

Goal

To provide ADVENTOR trainees with the opportunity to enhance their understanding and application of their research, while exploring professional opportunities.

Objectives

- ADVENTOR Trainees will have gain further insight into research, application, and career development from working with a mentor.
- ADVENTOR mentors will enrich their professional development by providing a mentee with insights from experiences in research and/or industry.
- A variety of mentorship experiences will provide ADVENTOR trainees with a deeper understanding of:
 - Personal professional development goals
 - Theory and application of technical skills
 - Social contexts for applying engineering solutions

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Program Workflow

1. Trainees work with their supervisors to identify their top 3 choices for their mentor and explain their rationale.
2. Trainees identify their mentorship learning objectives (i.e., what they want to get out of the experience).

[Mentor Goals Resource.pdf](#)

3. Trainee provides the Research Coordinator (adventor@queensu.ca) with their top choices, a copy of their resume, and mentorship goals.
4. Research Coordinator works with the trainee and supervisors to reach out to their chosen mentor(s) and further discuss the opportunity.
5. Research Coordinator facilitates meeting with trainee, and mentor to further discuss the parameters of a “mentorship agreement.”
 - o To be completed during the first mentor meeting.

[Template - Mentorship Agreement.pdf](#)

6. Once agreement is signed, the mentee and mentor are responsible for following through with the agreed terms.
 - o The signed agreement must also be returned to the Research Coordinator **within the week following the initial meeting.**
7. The Research Coordinator will follow-up with the trainee and mentor for feedback for program evaluation purposes.

[Mobility & Mentorship Experience Feedback – Fill out form](#)

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Mentorship Agreement

This agreement documents the details of the mentorship relationship between an ADVENTOR trainee and their mentor. It should be jointly completed and sent to the ADVENTOR Coordinator: adventor@queensu.ca **within the week following the first mentor meeting.**

Administrative Information

Please use official university or affiliated organization email addresses.

Trainee Name:

Trainee Contact Info.:

Mentor Name:

Mentor Contact Info.:

Mentor Organization:

Length of Mentorship:

Start Date (mm/yyyy)

End Date (mm/yyyy)

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Mentorship Goals

Below is a section to record goals for both the mentor and mentee. At minimum, 2 -3 goals are recommended. The number of goals may depend on the length of the mentorship relationship. To assist with how to complete this section, feel free to refer to the reference:

[Mentor Goals Resource.pdf](#)

Trainee Goals

1.
2.
3.
4.
5.

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Mentor Goals

1.
2.
3.
4.
5.

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Setting Mentoring Goals

Examples and Tips for Mentor & Mentee

Goal setting is an important step towards achieving the desired outcome from any experience. The purpose of this guide is to help facilitate personal reflection regarding your needs and wants from the ADVENTOR mentorship program.

The goal of the ADVENTOR mentorship program is to provide ADVENTOR trainees with the opportunity to enhance their understanding and application of their research, while exploring professional opportunities and connections.

This may include research reviews, career development, industry insights, and advice.

This guide will help with the creation of personal goals that answer the following questions:

- What do you want?
- What will you get out of this program?
- How will you do it?
- When will you do it?
- Why do you want to do it?
- How will you know if you are successful?

Table of Contents

Desired Outcomes	2
Tangible Outcomes.....	2
Actions.....	3
Timelines.....	4
Value	5
Evaluation.....	6
Putting it all Together.....	7
Finalizing.....	7

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Desired Outcomes

What do you want? What *will* you get out of this program?

Examples:

Mentees:

1. Learn more about a certain topic.
 - "I will learn (more) about _____"
2. Gain hands-on industry or research experience.
 - "I will try/ support/ facilitate _____"
3. Broaden your professional network and develop relationships.
 - "I will connect with _____"
4. Develop yourself (skills, perspectives, marketability, confidence, etc.)
 - "I will identify/ improve/ develop/ decide _____"

Mentors:

1. Expand your professional network.
 - "I will form connections/ connect with _____"
2. Encourage innovation.
 - "I will solve/ figure out/ fix _____"
3. Screen for talent and potential candidates.
 - "I will find (someone who) _____"
4. Help develop the professional career of someone else.
 - "I will help (with) _____"

Tangible Outcomes

To set reasonable and actionable goals, these desired outcomes need to be *specific*.

What experiences, resources, or knowledge do you want to gain from this program?

Examples:

Mentees:

1. "I will learn more about **how to file a patent**"
2. "I will try **working as a vendor at a conference**"
3. "I will connect with **5 new people on LinkedIn**"
4. "I will develop **my professional planning skills**"

Mentors:

1. "I will connect with **my mentee and their supervisors**"
2. "I will fix **the glitches in my new bipedal robot**"
3. "I will find a **strong candidate for our external talent pool**"
4. "I will help **my mentee with their job search**"

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Actions

How will you achieve your desired outcome? What do you need to do? Do you need help?

Examples:

Mentees:

1. Be prepared to learn. Find resources, write down your questions.
 - "I will learn more about how to file a patent **by working through a learning plan with my mentor**"
2. Pick a mentor that has access to equipment/ tools/ spaces/ opportunities that interest you.
 - "I will try working as a vendor at a conference **by working at the booth alongside my mentor at RAIS2026**"
3. Think about how you present yourself, and what you can do to stand out professionally. Arrive prepared, use your time wisely and follow-up.
 - "I will connect with 5 new people on LinkedIn **by being professional and reliable**"
4. Create starting templates, learn about yourself (consider taking personality or career tests: [Plan your career with the Career quizzes - Job Bank](#)).
 - "I will develop my professional planning skills **by conducting a skills analysis with my mentor**"

Mentors:

1. Be responsive and provide feedback, keeping supervisors in the loop.
 - "I will connect with my mentee and their supervisors **by sharing my feedback**"
2. Suggest problems or challenges to collaborate on.
 - "I will fix the glitches in my new bipedal robot **by asking my mentee to suggest improvements**"
3. Learn about your mentee, their skills, and their interests.
 - "I will find a strong candidate for our external talent pool **by creating a candidate profile of my mentee**"
4. Review materials (resumes, cover letters, and papers), and encourage professionalism.
 - "I will help my mentee with their job search **by offering to act as a reference**"

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Timelines

There is no official timeline that must be followed for the ADVENTOR mentorship program, other than the expectation that mentoring meetings will occur once a month. However, timelines are necessary when setting goals so that you can gauge your progress.

When do you expect to see results? When will you achieve your goal? When do you need to act?

Examples:

Mentees:

1. Be specific with your timing to help plan each mentoring session.
 - "I will learn more about how to file a patent by working through a learning plan with my mentor **throughout two 2-hour sessions**"
2. There may be a set date for an event or an opportunity. Use these dates to create a goal timeline.
 - "I will try working as a vendor at a conference by working at the booth alongside my mentor at RAIS2026 **on October 11, 2026**"
3. It may be difficult to put an exact timeline on a task or a goal, so overestimate your timeline to be more flexible.
 - "I will connect with 5 new people on LinkedIn by being professional and reliable **by the end of the mentorship program**"
4. Create benchmarks for the goals to give yourself a chance to reflect and see if you have improved.
 - "I will develop my professional planning skills by conducting a skills analysis with my mentor **during the first and last mentor meetings**"

Mentors:

1. It is important to be consistent when establishing professional relationships.
 - "I will connect with my mentee and their supervisors by sharing my feedback **after every other meeting**"
2. There may be opportunities to integrate mentees into your work environment, meaning that timelines may need to be adjusted accordingly.
 - "I will fix the glitches in my new bipedal robot by asking my mentee to suggest improvements **during a team meeting**"
3. Sometimes it is not possible to set specific dates, instead use number counts.
 - "I will find a strong candidate for our external talent pool by creating a candidate profile of my mentee **during our fifth mentoring session**"
4. Goals can extend past the end of the mentoring program. However, there may be a specific step that needs to be completed by the end.
 - "I will help my mentee with their job search by offering to act as a reference **by the end of the mentor program**"

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Value

Why do you want to achieve this goal? Think specifically about how these actions and outcomes will benefit you personally.

Examples:

Mentees:

1. You want to learn something that will benefit you in the future.
 - "I will learn more about how to file a patent by working through a learning plan with my mentor throughout two 2-hour sessions **to patent my research**"
2. You want to test your assumptions.
 - "I will try working as a vendor at a conference by working at the booth alongside my mentor at RAIS2026 on October 11, 2026, **to see if I like working in industry**"
3. You want to have more connections for future benefits.
 - "I will connect with 5 new people on LinkedIn by being professional and reliable by the end of the mentorship program **to have multiple options**"
4. You want to capitalize on an opportunity.
 - "I will develop my professional planning skills by conducting a skills analysis with my mentor during the first and last mentor meetings **to set myself up for success**"

Mentors:

1. You want to connect with others for further collaboration.
 - "I will connect with my mentee and their supervisors by sharing my feedback after every other meeting **to continue working together**"
2. You want to solve a problem using fresh ideas and perspectives.
 - "I will fix the glitches in my new bipedal robot by asking my mentee to suggest improvements during a team meeting **to utilize new talent**"
3. You want to have exclusive access to up-and-coming talent.
 - "I will find a strong candidate for our external talent pool by creating a candidate profile of my mentee during our fifth mentoring session **to ensure they would be a good fit for the organization**"
4. You want to support incoming talent.
 - "I will help my mentee with their job search by offering to act as a reference by the end of the mentor program **to promote talented professionals within the field**"

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Evaluation

How do you know if you are successful or not? How will you determine whether your goals were achieved? In what capacity were they achieved? Might your goal(s) change?

Examples:

Mentees:

1. By creating a tangible product.
 - "I will learn more about how to file a patent by working through a learning plan with my mentor throughout two 2-hour sessions to patent my research **and create a step-by-step reference guide**"
2. In comparison to something else.
 - "I will try working as a vendor at a conference by working at the booth alongside my mentor at RAIS2026 on October 11, 2026, to see if I like working in industry **compared to working in academia**"
3. Through written or verbal agreements.
 - "I will connect with 5 new people on LinkedIn by being professional and reliable by the end of the mentorship program to have multiple options **who have agreed to act as references**"
4. To be prepared for a future event/ opportunity.
 - "I will develop my professional planning skills by conducting a skills analysis with my mentor during the first and last mentor meetings to set myself up for success **in completing corresponding workshops**"

Mentors:

1. Plan future events.
 - "I will connect with my mentee and their supervisors by sharing my feedback after every other meeting to continue working together **by planning a follow-up meeting**"
2. Giving a task and ensuring that it is completed.
 - "I will fix the glitches in my new bipedal robot by asking my mentee to suggest improvements during a team meeting to utilize new talent **and collect a copy of their final suggestions**"
3. Passing a product through higher levels within a system.
 - "I will find a strong candidate for our external talent pool by creating a candidate profile of my mentee during our fifth mentoring session to ensure they would be a good fit for the organization **by moving the profile through the proper talent management pathways**"
4. Asking for information/ resources to best complete the task.
 - "I will help my mentee with their job search by offering to act as a reference by the end of the mentor program to promote talented professionals within the field **by asking them to provide the job description for each reference request**"

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Putting it all Together

Desired Outcomes + Tangible Outcomes + Action + Timeline + Value + Evaluation

Examples:

Mentees:

1. I will learn more about how to file a patent by working through a learning plan with my mentor throughout two 2-hour sessions to patent my research and create a step-by-step reference guide.
2. I will try working as a vendor at a conference by working at the booth alongside my mentor at RAIS2026 on October 11, 2026, to see if I like working in industry compared to working in academia.
3. I will connect with 5 new people on LinkedIn by being professional and reliable by the end of the mentorship program to have multiple options who have agreed to act as references.
4. I will develop my professional planning skills by conducting a skills analysis with my mentor during the first and last mentor meetings to set myself up for success in completing corresponding workshops.

Mentors:

1. I will connect with my mentee and their supervisors by sharing my feedback after every other meeting to continue working together by planning a follow-up meeting.
2. I will fix the glitches in my new bipedal robot by asking my mentee to suggest improvements during a team meeting to utilize new talent and collect a copy of their final suggestions.
3. I will find a strong candidate for our external talent pool by creating a candidate profile of my mentee during our fifth mentoring session to ensure they would be a good fit for the organization by moving the profile through the proper talent management pathways.
4. I will help my mentee with their job search by offering to act as a reference by the end of the mentor program to promote talented professionals within the field by asking them to provide the job description for each reference request.

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Finalizing

When gathering the necessary information to create complete and useful mentorship goals, the writing can sometimes come out choppy and repetitive.

Before submitting your final goals, ensure that you have read through each of them, that they read smoothly, are not overly repetitive, and still communicate the intended message.

Examples:

Mentees:

1. I will work with my mentor to better my understanding of the patent filing process over two 2-hour sessions. After these sessions, I will apply my learning towards patenting my research and develop a detailed step-by-step reference guide.
2. I will gain hands-on experience as a vendor by assisting my mentor at their booth during RAIS2026 on October 11, 2026. This allows me to explore differences between working in industry compared to academia.
3. By the end of the mentorship program, I will have expanded my LinkedIn network by professionally connecting with five new contacts. My professionalism will allow me to build reliable relationships that will provide me with multiple confirmed references.
4. I will enhance my professional planning skills by collaborating with my mentor to conduct a skills analysis during our initial and final mentor meetings, ensuring that I am prepared to successfully complete corresponding workshops.

Mentors:

1. I will build strong connections with my mentee and their supervisors by sharing my summaries after every other meeting. Additionally, I will plan a follow-up meeting to explore opportunities for continued collaboration.
2. I will address the glitches in my bipedal robot by inviting my mentee to review them and propose improvements during our team meeting. This allows me to leverage fresh perspectives and document their suggestions for implementation.
3. I will identify a strong candidate for our external talent pool by creating a comprehensive profile of my mentee during our fifth mentoring session. I want to ensure that there is a good person-role-organization fit to then move their profile through the appropriate talent management channels.
4. By the end of the mentoring program, I will support my mentees' job search by offering to serve as a reference. To best promote new talent into the field, I will also request a job description for each reference request to provide tailored and effective recommendations.

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CREATE PROGRAM

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