GUIDELINE “PREPARING THE MEETING WITH MY MENTOR/ADVISOR”

You should be well-prepared for every meeting with a mentor or advisor. This guideline helps you identify topics and questions you want to discuss during the meeting. Furthermore it allows you to structure the conversation.

**Preparation for the meeting at the**

**FOR THE BEGINNING OF THE CONVERSATION (INTRODUCTION):**

Ask yourself: How are you feeling in and with your studies at the moment?

At which point of your studies are you right now?

Think about the last weeks/months of your studies: What went well and when did you experience difficulties?

**FOR STRUCTURING THE TOPICS YOU WANT TO DISCUSS (MAIN PART):**

Ask yourself: Which topics and question do you want to talk about in the meeting? – Make a list and mark the importance of the different topics (from 1=very important to 3 = less important).

**FOR SUBSTANTIATING YOUR NEXT STEPS (CLOSING/CONCLUSION):**

Ask your mentor/advisor: What should I do next?