

# Peer Team Information for MIND Participants

## Winter Quarter: January-March, 2021

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### MIND Staff and Peer Team Facilitators, Winter 2021

- Rachel Care
- Emily Davis
- Elissa Hamlat
- Brad Heller
- Bill Lindstaedt
- Trish McGrath
- Mike Matrone
- Alexandra Schnoes
- Tina Solvik

### Peer Team Logistics

The peer team meetings take place on Fridays from 1-2:30 p.m. on the following six dates:

- January 8, 2021
- January 22, 2021
- February 5, 2021
- February 19, 2021
- March 5, 2021
- March 19, 2021 (MIND 2020-2021 Finale!)

The Zoom link will be provided soon, along with an Outlook invitation.

### Description of the Peer Teams

The members of your peer team will be the same every week. In these groups of 5-7 peers, you'll be setting career exploration goals, and holding one another accountable to those goals. The peers in your team will challenge and support you as you structure your time, brainstorm how to overcome obstacles, meet your deadlines, and find confidence in your career direction. In return, you will support and challenge your team members in the same way.

### Goals of Peer Teams

*If you attend all peer team meetings and complete all the assignments, then you can expect the peer teams:*

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1. To provide support through the challenges of undertaking career exploration during your graduate or postdoc experience.
2. To motivate you, brainstorm with you, and hold you accountable for continuing to explore careers.
3. To connect you with peers from whom you can learn: how they are exploring careers, as well as what they are discovering about different careers.
4. To develop your interpersonal communication and peer mentoring skills (by the way, employers report these are critical!).

## What Will We Do During Peer Team Meetings?

At the beginning of each meeting, you will arrive in the main Zoom room and then move to your breakout room to meet with your peer team. Then, the agenda will be as follows:

- **Contract:** You will begin by greeting your team and updating your Career Exploration Contract ([see an example](#) and read more below) to reflect the progress you made, and any challenges you encountered, since the previous meeting.
- **Check-ins:** Each member of the team will have 5 minutes to talk about their own career exploration efforts over the past two weeks. You will summarize what you've learned and what you still need to know.
- **Status Update:** Each member of your team will sign up to give at least one "status update" during the quarter (two "slots" per meeting). This is an opportunity to brainstorm with the group, crowd-source solutions, ask for accountability, or share what you've learned! You do not need to give any kind of formal presentation (no slides, etc.) but you should prepare some thoughts about what you'd like to share or discuss with the group. Options include:
  - Brainstorming whom to contact or what questions to ask at informational interviews;
  - Discussing the career options you are considering, and deciding which to prioritize in your exploration;
  - Summarizing what you learned at an informational interview and discussing what steps to take next;
  - Describing challenges you are encountering in your career exploration, and brainstorming possible solutions;
  - Celebrating a breakthrough or success, and discussing what made it possible!
- **Contract:** You will end by once again updating your contract, this time to set goals for what you would like to accomplish by the next meeting.

## General Agenda for Peer Team Meetings

\* Note that specific agendas for each meeting may vary based on what your peer team facilitator, or the class as a whole, decides.

Time	Topic
1:00pm	<b>Welcome (Main Zoom Room)</b> <i>Moderators: Mike Matrone &amp; Elissa Hamlat</i>
1:10pm	<b>Contract and Check-Ins (Breakout Rooms)</b> <i>Moderators: MIND Peer Team Facilitators</i>
1:35pm	<b>Status Update #1 (Breakout Rooms)</b> <i>Moderators: MIND Peer Team Facilitators</i>
1:55pm	<b>Break</b>
2:00pm	<b>Status Update #2 (Breakout Rooms)</b> <i>Moderators: MIND Peer Team Facilitators</i>
2:20 pm	<b>Contract and Conclusion (Breakout Rooms)</b> <i>Moderators: MIND Peer Team Facilitators</i>
2:30pm	<b>Adjourn Peer Teams (Return to main Zoom room if you'd like to chat with the MIND team!)</b>

## Assignments for Phase 2 of the MIND Program

Throughout the winter quarter, your assignments are:

- 1) To spend 5-10 hours per month outside of team meetings doing some form of career exploration. **We strongly encourage you to complete at least two informational interviews during the quarter.** Keep in mind that you may need to send out more than two requests for informational interviews, in order to actually complete two! Each month, you should plan to experiment with both of the following aspects of career exploration (in whatever specific ways make sense for you):
  - a. **Active learning-by-doing activities**, such as requesting or conducting an informational interview, attending a professional mixer, completing a job simulation, or finding some other way to try out the typical tasks in a career of interest to see how you like it.
  - b. **Internal thinking and exploring**, such as reading, updating your LinkedIn, or reflective writing about the “active” career exploration activities you recently completed, and what effect they had on your working identity or your progress through the career exploration roadmap.
- 2) To find ways to continue making progress on career exploration—however slowly, and even when you get busy, your research takes off, or life presents some unforeseen challenges.
- 3) To believe in yourself: Most people find career exploration challenging, but you are creative, bright, and persistent. You can do this!

## The Career Exploration “Contract”

A career exploration contract is a concrete and specific statement of what you will try to get done before your team meets next. Contracts include the following information:

- (1) the career(s) you are investigating,
- (2) your career exploration goal(s),
- (3) bite-size actions you want to take each week to make progress toward the goal(s),
- (4) whether you made the progress you were expecting to make, and why/why not.

[See an example of a contract](#) and how it might evolve over the six weeks.

We call this a “contract” because your peer team members must agree that it sounds reasonable—that it is (1) likely to address your current goal or challenge and (2) feasible and do-able in 2-5 hours max. Your team members are, in effect, parties to the contract. If they think your contract is over-ambitious, they may suggest that you break it down into smaller steps. If you aren’t able to meet your goals, they will help you understand why, and figure out what approach to take in setting your next goal.

We encourage you to check in with each other between meetings to see how it’s going, to cheer each other on, or to act as “accountability partners.” Your teammates are invested in you reaching your goals and you, in turn, become invested in them reaching their goals.

### What you will turn in:

- On a Box note, during the meeting:
  - You will update your contract at the beginning of each meeting to reflect your progress, challenges, and questions since the previous meeting;
  - You will update your contract at the end of each meeting to reflect your goals for the next meeting;
- On Box, whenever they are complete:
  - You will write **at least two** reflections after conducting two informational interviews, and upload and share them with your team on Box.
  - We recommend that you aim to complete at least one informational interview, and post the reflection, by Meeting #3; and the second by Meeting #6.

## Your Responsibilities to your Peer Team

Phase 2 of the MIND program entails responsibilities to your teammates, since we know that the success of this part of the program depends on creating a supportive, respectful, trusting team dynamic. By participating in the peer teams, you agree to the following:

- 1) **Confidentiality:** You agree to keep confidential anything that your teammates share during the meeting;

- 2) **Inclusivity and equity:** You agree to do your part to create an inclusive and equitable team environment by:
  - a. Practicing [active listening](#) whenever a team member is speaking (e.g., by not multitasking, and by asking questions, nodding, keeping eye contact);
  - b. Taking time to ensure that you know how to address each team member correctly (e.g. by learning each other's preferred pronouns, and how to pronounce each other's names);
  - c. Ensuring that time is shared equitably amongst team members (e.g. by taking note of how much time is left in the session, and how many people still need to speak, before beginning your check-in comments);
  - d. Respecting the intersection of each other's personal and professional identities (e.g. by recognizing that your team members' career goals, concerns, and experiences may differ from your own based on their race, nationality, gender, sexual orientation, disability status, and many other factors);
  - e. Adopting any other practices that you and your team wish to agree on!
- 3) **Attendance:** You agree to show up for team meetings so you can fulfill your peer-mentoring responsibilities, and to notify your teammates and your facilitator IN ADVANCE if you can't attend a certain meeting;
- 4) **Peer mentoring:**
  - a. You agree to believe in your teammates, and give specific positive feedback when you observe them doing something especially challenging or courageous;
  - b. You agree to make sure that your comments to your teammates focus on THEIR needs, not just things you are keen to talk about.