



Faculty Mentor Meeting Documentation Form

Instructions: As a Galveston College STEM Honors Participant, you are expected to meet with your Faculty Mentor a minimum of twice per semester. You must earn at least ten Honor Points from Faculty Mentor meetings out of the 40 required for the STEM Honors designation on your diploma and transcript.

You will earn one Honor Point for each Faculty Mentor Meeting.

In order to receive credit for the Honor Point you must (1) sign-in or register your attendance with your Faculty Mentor, (2) complete this form specific to the meeting, and (3) return a copy of this form to the STEM Honors Program Director, Dr. Sanchez, within 10 days of attending the meeting.

Complete this section *during* the Faculty Mentor meeting and have your Faculty Mentor confirm with their signature below.

Your Name	
Name of your Faculty Mentor	
Date of the Faculty Mentor meeting	
Length of time of the meeting (e.g., 2 hours, 30 minutes, all day)	
Primary topic or purpose of the Faculty Mentor meeting	

I, _____ (Faculty Printed Name) affirm that the STEM Honors Student attended the meeting described above.

Faculty Mentor's Signature: _____

Complete this section *after* the Faculty Mentor meeting, sign, and return to the STEM Honors Program Director, Dr. Sanchez.

Meeting Documentation:

Circle the number that best represents your agreement with the following statements using the following scale: **1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, 5 = strongly agree**

Organization: The meeting was well organized with a clear purpose and structure.	1	2	3	4	5
Content: The content or information shared at the meeting was useful and relevant to me.	1	2	3	4	5
Teamwork: The meeting required me to share my ideas or experiences with my Faculty Mentor.	1	2	3	4	5
Application: I will adopt or use the information I gained from the meeting to my benefit.	1	2	3	4	5

Describe the meeting in some detail. What was discussed?

Did you plan any **specific steps of action**? If yes, please describe.

Please indicate with a yes or no if you discussed any of the following topics during this meeting.	Yes or No
Current Honors Contract(s) – status and review of progress	
Future (for the next semester) Honors Contract(s) – planning a proposal and identifying collaborating faculty/courses	
Upcoming opportunities or events to earn Honors Points	
Progress in current courses	
Need for assistance in current courses	
Plans for academic pathway and courses in the next term	
Transfer plans/actions for transfer to a 4-year university	
Scholarship or financial aid planning	
Internship or Fellowship opportunities or applications	
Career planning – areas of potential employment in your area of interest and academic pathway that will prepare you for that career	
Current review of progress towards earning required Honors Points (10 per term)	

I, _____ (Student Printed Name) affirm that I attended the meeting I have described above.

Student's Signature: _____

To be Completed by the Director

Date submitted: _____

Number of Honor Points awarded: _____

Director's Signature: _____ Date: _____