

Roadmap to Advising and Mentoring

Use this roadmap to identify a range of advisors and mentors who can help you make the most of your SEAS graduate experience.

Faculty	SEAS Staff	UM Staff	Current Students	Alumni/Employers
<p>SEAS Faculty Advisor</p> <ul style="list-style-type: none"> The role of the general faculty advisor is to assist you in developing a course of study, which includes advice on courses and co-curricular activities and career guidance. Note: Students have the opportunity to switch their general faculty advisor. The process would include completing the change of advisor form and asking their current and new advisor to approve the change. 	<p>Jennifer Taylor, SEAS Registrar, OAP Office</p> <ul style="list-style-type: none"> Add/Drop a course Add a specialization or degree Transfer credits Degree progress Graduation audits Forms & procedures 	<p>Central Financial Aid, 2500 Student Activities Building, 515 E. Jefferson St.</p> <ul style="list-style-type: none"> FAFSA information Federal loans Financial literacy Supplemental borrowing Emergency funding 	<p>SEAS Student Government Representatives</p> <ul style="list-style-type: none"> Supports SEAS students with their social, academic, professional, and community needs. 	<p>SEAS Alumni Channels for Connecting with SEAS Alums</p> <ul style="list-style-type: none"> SEAS Community Network(SEASnet) - online community for mentorship Career Trek – An in person or virtual trip to engage with alums in the field through panels and events Career Days- A series of panels that engages over 30 alums. Alumni Podcasts- 4 times a year we share interviews with alumni and a current student. LinkedIn - Connect with alumni by updating your profile to the SEAS

Master's Project Mentor

- Suggest completing the [MP mentoring plan](#) to establish shared expectations
- Provides guidance throughout the master's project, including through regularly scheduled meetings
- Assists in establishing and rapport with the client
- Approves final deliverables at the end of the project which may/not include peer-reviewed publications

Mark Romanowski, SEAS Fellowships and Grants Advisor, OAP Office

- Finding funding resources
- GSI/GSRA appointment processing
- Fellowships, travel grant
- Master's project grant, master's thesis grant, master's practicum grant

Counseling and Psychological Services (CAPS), Michigan Union, 530 S. State Street, Suite 4079

- Short-term individual counseling
- Referral services for long-term counseling
- Mental health and wellness workshops & groups
- Mental crisis services
- Gender affirming services for trans/non-binary students

Student Leaders for your Specialization (MS Only)

- Help first-year students adjust to life at SEAS
- Track leaders coordinate course previews.

BEC: Bita Davoodi, Daniela Fernandez Mendez Jimenez, & Connor Roessler

ESM: Analise Sala & Demetrius Calloway

GDS: Lindsay Zemanek & Nate Arringdale

EJ: Esther Woo & Faith Ashmore

EPP: Lauren Davis & Amanda Wheelock

SusSys: Michelle Black, Jack Teener, & Anna Ostrander

UM Alumni

Channels for Networking with UM Alumni

- [UM Alumni Association](#)
- [LinkedIn Official Group](#) - The Alumni Association of the University of Michigan provides a community for verified U-M alumni and students to network and gain career advice and professional development.

Master's Thesis Mentor

- Suggest completing the [Rackham graduate student mentoring plan](#) to establish shared expectations
- Provides guidance throughout the master's thesis process, including through regularly scheduled meetings
- Approves thesis and supports publication of thesis research in peer reviewed publications

Jenna Bumstead and Ari Renda, SEAS Career Counselors, Student Center

- Resume, CV, and cover letter help
- Job interview questions
- Mock interview appointments
- Job strategy support
- Networking help
- Plans and supports MLA Job Shadow program (Jenna)
- Supports planning for Career Days

[University Health Services \(UHS\)](#), 207 Fletcher St

- Medical clinic
- Wolverine Wellness is part of UHS that fosters personal & community well-being for U-M students, in college and beyond.

[Student American Society of Landscape Architects \(SASLA\)](#)

President:

VP:

MLA Track Leaders:
Dallas Ford & Isabella Shehab

- Organizes outings and social events for MLA students

Resources for MLA specific questions and concerns.

Employers

- Industrial E-Mentoring
- Professional support for potential employer connections

Specialization Coordinators

Your additional contacts for questions related to the specializations

BEC – Paige Fischer

ESM – Johannes Foufopoulos

GDS - Bill Currie

EJ – Kyle Whyte

EPP – Michael Moore

SusDev – Arun Agrawal & Bilal Butt

SusSys - Greg Keoleian

LA - Stan Jones

Associate Dean, Michaela Zint

- Your contact for challenges in mentoring relationships

Cindy Richard, SEAS Associate Director of Career Services, Student Center

- Plans professional skills workshops
- Plans and manages the green career fair
- Assists in planning and managing all events and programs
- Manages internship funding opportunities

Kim Elliott, Director of the Office of Academic Programs, OAP Office

- Guides SEAS students to resources and solutions
- Plans & supports student development & the SEAS student experience
- Student Leadership Development
- Policies

The Spectrum Center, Michigan Union, 530 S. State Street, Suite 3020

- Resource for LGBTQ+ students and allies
- Peer mentorship
- Crisis response and support

Services for Students with Disabilities, G-664 Haven Hall, 505 South State St.

- Submit accommodation requests to this office.
- They offer a paratransit service
- Can sign up for an academic coach

Ph.D. Representative to Student Government Carissa Knox

- Can answer Ph.D. student questions and concerns. Can act as a Ph.D. representative to the SEAS administration

GRIN Fall Mentorship Program

Fosters friendship and builds valuable connections with peers across Rackham.

Hillary Streit, Student Services Admin Assistant, OAP Office

- General questions about SEAS and UM
- Develops student programs and activities
- Supports SEAS student organizations

Nate Geisler, SEAS Assistant Director of Experiential Learning, Student Center

- General master's project questions
- Master's project deadline
- Master's project client question
- Assists employer-related programming and planning: Career Trek and Industry Coffee Chats
- Assists in managing Employer Partnerships

The International Center, 515 E Jefferson St, Ann Arbor

- Visa questions
- University international travel Questions
- Workshops for international students

Sweetland Center for Writing, 1310 North Quad

- They offer face-to-face writing help for graduate students in their Writing Workshop.

**Vanesa Jackson,
Program Manager,
Graduate and
Undergraduate Student
Diversity Services**

- Navigating social identities
- DEI programming & professional development
- Inclusive language in teamwork
- Addressing tokenism and marginalization in the classroom
- Intercultural communication approaches

**Rackham Fellowship
Office, 0120 Rackham
Building, 915 E.
Washington St.**

- Various fellowship competitions
- Conference travel funding
- Emergency funds

ROADMAP TO MENTORING

Tips for Getting the Mentoring You Want:

Consider what you personally need when meeting with your mentor

1. Set expectations, goals, requirements, agendas and keep notes
2. Develop a mentoring plan
3. Break tasks into manageable pieces
4. Be respectful of your mentor's time and prioritize topics
5. Take the initiative and drive the partnership
6. Do an annual review of your progress and the mentoring relationship

The process of mentoring is realized through 4 stages:

1. **Developing a plan for mentee own development.** The essence of the stage is in setting up the protégé (mentee) for the results they seek, and the role of the mentor is reduced to observation and minimal assistance in the plan development.
2. **Independent learning.** At this stage, the role of the mentor is limited to help in non-standard situations and the maintenance of the protege's motivation.
3. **Support.** The most important stage. During this period the protégé will most often appeal to the mentor. However, an experienced mentor should not answer the question but only point to the source of knowledge.
4. **Evaluation of results.** Evaluation should be conducted by the protege, and the mentor should only indicate possible errors in the analysis.

Mentoring Resources

1. **Rackham:** [How to get the mentoring you want: a guide for graduate students](#)
2. **The Council of Graduate Schools:** ["Quick Start Guide for Great Mentoring in Graduate School"](#)