

Guidelines for Mentor and Mentee

The e-mentoring program

The goal of the e-mentoring program is to *increase the capacity of African conservation biology students to implement quality research and publish and disseminate their research findings in international peer-reviewed journals, through support in proposal development, research design and manuscript writing.* The mentorship is to last for a maximum of 12 months.

Application and selection process

To participate in the program potential mentors need to submit a short CV explicitly indicating their research interest and the type of mentee they are looking for. Potential mentees need to submit a motivation letter containing a short paragraph describing their objective of participating in the mentorship (proposal writing, field research, manuscript writing), research interest, type of data they have and the main research questions they wish to address, and a CV. Both mentors and mentees will be required to fill interest forms. All successful applicants will be contacted after evaluation of all submitted documents.

Mentor-mentee matching and the mentorship process

The program coordinator will match the mentee with a mentor working in a similar research field. However, if no mentors of similar background are immediately available, they may be provided with other mentors closest to the profile. Once the mentor's availability is confirmed, the e-mentoring relationship will be established and mechanisms put in place for the commencement of the mentoring process. Mentor and mentee may view each other's profiles provided by the program coordinator. The match process will be bi-directional, taking into account not only the mentee's preferences for a mentor, but also the mentor's preferences in a mentee. Mentors will guide mentees electronically through one of the following activities as requested by the mentee in the application: proposal development, manuscript editing and review and field research work (where possible). Both mentor and mentee will be required to complete a quarterly evaluation questionnaire.

In the case of manuscript development, depending on the type and extent of mentors' contribution to the manuscript, mentors may be included as co-authors. Co-authorship, however, is not guaranteed; it is left to the discretion of both mentor and mentee on their final decision on authorship. Towards the end of the exercise, a review panel selected by the e-mentoring program administrators will review the work of all participants and assist (if necessary) to improve the quality of the final product before submission to an international peer review journal.

Email communication and sustained commitment throughout the program is necessary.

Eligibility Requirements

Mentors must

1. Be holders of a PhD degree or PhD students/conservation professionals with track record of publications in peer review journals.
2. Have organizational/institutional affiliation
3. May not necessarily have worked in Africa but should be enthusiastic about mentoring upcoming conservationists
4. Have regular access to computers and internet.

Mentees must

1. Be students or young professionals new at manuscript, proposal or abstract writing. Preference may be given to young women with other special needs.
2. Be of African origin based anywhere in the world but with topics directly applicable to current African conservation issues.
3. Have organization/institutional affiliation.
4. Have regular access to computers and internet.

Mentees should please send a current CV, completed interest form and letter of motivation clearly stating academic and other professional backgrounds, why they are interested in the mentoring program and their goals for the program i.e. what they want to achieve by the end of the program. Also a provisional title for the proposal/paper they want to work on with the mentor's help should be included in the motivation letter.

All completed application documents (for mentors and mentees) should be sent by Email to mary.molokwu@gmail.com, with cc to sawoyemi@gmail.com with the Email subject: **EMP2014/2015 Mentor** or **EMP2014/2015 Mentee** (whichever is applicable). *[Please note that if you do not use the subject your email may be missed]*

Recap: Components of motivation letter for Mentees

- academic and other professional backgrounds;
- why you are interested in the mentoring program and your goals for the program i.e. what you want to achieve by the end of the program;
- a short paragraph describing the type of data you have and the main research questions you wish to address;
- a provisional title for the paper/proposal you want to work on with the mentor's help.