ACADEMIC MENTORING
BUSINESS MANAGEMENT

Mentor Name: _____
Phone: _____ Best Time to Call: _____ a.m. _____ p.m.
Email: _____

Learner Name: _____
Degree Earning: ___Master ___Doctorate ___Post-Doctorate: Course No. _____
Phone: _____ Best Time to Call: _____ a.m. _____ p.m.
Email: _____

Research Topic
_____

Recommended Primary Areas to Research
Style of Leaders: ___Level 5 ___Transformational ___Visionary ___Other: _____
Key Terms: ___Hard skills: _____Soft skills: _____
___Buyer/supplier (bids) ___Communication strategies ___Consultants ___Customer care
___Decision-making ___EOE ___Going green ___Massive layoffs ___Mentor ___Mobilization
___Negotiation ___Outsource ___Recycle ___Relationship (trust) ___Salaries (bonus, incentive)
___Shipping ___Solicitation ___Telesale ___Training ___Translation ___Underrepresentation
Management Process Focus: ___Anger ___Asset ___Fiscal ___Knowledge ___Project ___Risk
Marketing Focus: ___Contest ___Focus Group ___Games ___Internet ___Rebate ___Vehicle
Industry Focus: ___Automotive ___Construction ___Education ___Financial ___Hotel ___HR
___Insurance ___Publisher ___Retail (Clothing) ___Retail (Food) ___Technology ___Telecom
Recommended publication/author/database: _____
Research method and design: **X** Critical thinking ___Mixed-methods:__concurrent __sequential
___Qualitative: _____
___Quantitative: _____
Recommended research publication/search engine:_____

Check the blanks if discussed
University Academic Guidelines: ____Mentor's version ____Learner's version

Research and Documentation Submission Process
____Population and sample [sampling % and method: _____]
____Type of qualitative analysis: ___*a priori* ___emergent ___other: _____
____Type of quantitative analysis: ___*a priori* ___content ___other: _____
____Possible cost of traveling to interview and contracting a data analyst or statistician
____Edited prior to final submission ____Unedited prior to final submission
____Name and version of editing publication: _____
____Rules on plagiarism ____Possible cost of editorial, transcription, and translation services
____Approval of mentor prior to forwarding to committee members
Other: _____

Scholastic Preparation
___Writing/publishing while learning ___Importance of networking/netweaving ___Fellowships

Mentor Signature: _____ Date: _____
Learner Signature: _____ Date: _____