

Setting The Table for Community Fellowship

A Template to Address Expectations
For Community Fellows and
Their Feast Team Mentor

The Feast Centre for Indigenous STBBI Research encourages open communication between Community Fellows and their Feast Team Supervisor and has created this document to facilitate a discussion of expectations and responsibilities to get the supervisory relationship off to a good start. Its purpose is to assist in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentor/mentee relationship. This template is designed to assist in co-creating a living document and is designed to be completed by both the Community Fellow and their supervisor at the start of the Fellowship period. It can be jointly revisited at anytime. The mentorship relationship will typically last for the duration of the Fellowship.

Mentee/Mentor Relationship

FOR THE SUPERVISOR:

How would you describe your typical supervisory style? (e.g., hands-on /hands-off, mentor/manager/colleague/etc.)

FOR THE COMMUNITY FELLOW:

How would you describe your learning style? (e.g., mostly independent, does well with structure, needs feedback/encouragement etc.)



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Meeting and Communication

There are many types of meetings that Community Fellows and Supervisors might attend together (e.g., one-on-one, group, committee, etc.) and various modes of communication they might utilize (e.g., email, phone, face-to-face). This section refers specifically to one-on-one meetings focused on the Fellow's research project.

The Supervisor and Student will arrange and attend regular meetings.

The frequency and format of the meetings may vary, but typically meetings will be held:

(e.g., once a week, twice a month, etc.)

Who will be responsible for scheduling the meetings?

Generally, the length of meetings can be expected to be approximately _____ **minutes / hours** (circle).

Typically, the Supervisor's preferred method of regular communication is:

(e.g., face-to-face, email, etc.)

Community Fellow's Research and Professional Development

What do you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in as a researcher, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.

What are your immediate goals?

What are your professional goals?

What are your long-term goals?

Which of the Fellow's goals does the Supervisor feel that they could help the Fellow achieve? How might the Supervisor help?

Confidentiality

Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:

Goals and Expectations of the Supervisor

What are the expectations of the supervisor in mentoring the Community Fellow in their research project?

Publication

As part of the Community Fellowship program, Community Fellows are encouraged to prepare and submit their research for publication and conferences. Who will be primarily responsible for preparing and submitting for publication the results of research completed by the Fellow?

Supervisor / Fellow / both (*circle*).

Research Ethics

Will the Fellow be required to complete an ethics approval before data collection can begin?

Yes / no (circle one)

Please elaborate for the Community Fellow, if necessary, the ethics approval process. How will the Supervisor guide or assist this process?

Expectations from The Feast Centre

As a central support for the Community Fellow and their Supervisor, the Feast Centre offers opportunities, resources, and guidance through the Community Fellowship Program. We expect the Community Fellow to participate in a monthly Fellowship Meeting, as an important part of your engagement in fellowship is cohort learning. This is an important opportunity to communicate your learning needs and objectives to the Feast Centre, engage with your peers in the program, and learn with and from each other. It is expected that the Community Fellow will engage in cohort learning through out the duration of their fellowship, even if they complete or conclude their research project before the end of the time-period.

What are some of the research training needs or interests of the Community Fellow as identified by the Fellow and their supervisor? What are some suggestions that the Feast Centre might meet these needs or interests? Identified needs or interests can help to inform Feast Centre Programming within the parameters of the program, and how Fellows allocate their professional development funding to support their development as scholars.

How does the Community Fellow expect that they will engage with the Feast Centre to shape, reshape, and connect with each other as a cohort in Fellowship?

How does the Community Fellow envision accountability with the Feast Centre?

How will the supervisor support the Community Fellow in opportunities to be accountable and honour the resources and opportunities they are offered through the program? (e.g., shared presentations of CF research, support for learning and research training needs of the cohort, group mentorship, participation in Feast Centre events or retreats, sharing of resources or tools, etc.)

How will the Supervisor support the Community Fellow in managing their research budget and reporting requirements at the end of the fellowship period? This could include communicating what was funded, what manifested from the research project (i.e., new methodology, data or community relationship), evaluating impacts, supporting or co-developing further KTE opportunities, application sponsorship to further funding, etc.,

Additional Comments

What to do with this document?

The Feast Centre recommends and encourages both Community Fellows and their Supervisor keep a copy of this living document for their records. The discussion recorded on this form can be reviewed by both parties and revised together again in the future if deemed appropriate.

