

Alumni Mentor Program Agreement

This agreement should be completed with your mentor during your first meeting. It will help you outline your goals and expectations within the program.

Student Information

<i>Student Name</i>	
<i>Email</i>	
<i>Phone</i>	

Mentor Information

<i>Mentor Name</i>	
<i>Email</i>	
<i>Phone</i>	

Logistics

<i>Preferred day and time for meetings?</i>	
<i>How often will we meet?</i>	
<i>What is our primary method of communication?</i>	
<i>Response time for emails? (ie: within __ days)</i>	
<i>When is our next meeting (date & time)</i>	
<i>What is the primary topic for next meeting?</i>	

Student Expectations

What are your expectations for the Alumni Mentor Program? How will conversations with your mentor further your career goals?

--

Mentor Expectations

What are your expectations for the Alumni Mentor Program? What areas of career planning will you be able to help with the most?

--	--

Goal Creation

The value of mentorship will increase if you set and seek to achieve specific goals. Please use the outline below to define your goals. It may help to make your goals SMART: Specific, Measurable, Attainable, Relevant, Timely

Possible goal topics include:

- Planning your career pathway
- Developing personal skills (ie: time management, self-confidence, decision making, global awareness, etc.)
- Finding a club or organization to join
- Developing career skills (resume, cover letter, interviewing, networking with employers, etc.)
- Researching internships or full-time positions
- Understanding a specific industry and job titles
- Researching graduate or professional schools
-
- Deciding what courses to take next semester
-
- Deciding on a major or minor

GOAL 1:	
<i>Target Date:</i>	
<i>Steps to Reach Goal:</i>	<i>What guidance/resources do I need to accomplish this goal?</i>
1.	1.
2.	2.
3.	3.
4.	4.

GOAL 2:	
<i>Target Date:</i>	
<i>Steps to Reach Goal:</i>	<i>What guidance/resources do I need to accomplish this goal?</i>
1.	1.
2.	2.
3.	3.
4.	4.

GOAL 3:	
<i>Target Date:</i>	

<i>Steps to Reach Goal:</i>	<i>What guidance/resources do I need to accomplish this goal?</i>
1.	1.
2.	2.
3.	3.
4.	4.