AGENDA

• Welcome and Introductions
• Stages of Mentoring
• Mentoring Partnership Agreement
• Program expectations and guidelines
• Contact information and schedule of events
• Q & A
STAGES OF MENTORING
THE BEGINNING

• Tonight!
  • Get to know each other
  • Create a mentoring agreement that establishes ground rules and expectations for both parties
THE MIDDLE

- Focusing on how you plan to achieve goals that have been outlined in your agreement and developing an action plan
- Creating effective goal statements using the SMART goal model
THE END

• Time for reflection on lessons learned, wisdom gained, and progress made by both the mentor and mentee

• It is important to acknowledge the successes and accomplishments achieved over the course of your mentoring partnership.
MENTORING PARTNERSHIP AGREEMENT
SMART GOAL MODEL

• Be **Specific**—the goal statement should be concrete and action-oriented. What specifically is your mentee trying to accomplish?

• **Measurable**—how will the mentee know when he or she has achieved the goal?

• **Achievable**—the goal should require work, but be attainable.

• **Realistic**—does the mentee have the ability and commitment to reach the goal?

• **Timely**—there should be a specific time-frame for achieving the goal which will hold the mentee accountable.
2015-16 CSE MENTOR PROGRAM
MENTORING PARTNERSHIP AGREEMENT

Sarah Smith
Student Name (Please print)

Carrie Jones
Mentor Name (Please print)

Meeting Schedule
Responsibility for setting meetings: Sarah Smith
Frequency and duration: Twice a month, 30-60 minutes in duration. One in person, one call
How will schedule conflicts be managed? If a meeting needs to be canceled, the next meeting will be longer in
duration to make up for the missed meeting, or a new meeting will be made.

SMART Goals
Learn what my mentor does in industry through an on-site job shadowing day
Develop skills to prepare me for future internships and co-ops
Get advice on what technical electives to take
Attend an event together to be able to meet and network with other industry professionals in my mentor’s field

Partnership expectations
I am hoping my mentor can share advice on what courses are most important to take, as well as what else (outside of school activities) I can do
to make myself a better candidate for future industry experience. I would also like additional exposure to others in similar
jobs and industry to help hone my professional networking skills and prepare me for future interviews for
internships and co-ops.

Ground Rules (e.g. confidentiality, respect, communication tools)
Should either of us be unable to make a scheduled meeting, we will give at least 24 hrs notice.
I will not share any information from my mentor unless I’m told it is okay
I will remain respectful of my mentor in terms of behavior and speech

Communicating Feedback Guidelines
We agree to come to each other as soon as possible with any feedback or suggestions to improve our mentoring
relationship. We also agree to be respectful of each other when communicating feedback, understanding that both of us are invested in
this mentoring partnership and want it to succeed.

We agree to honor the agreement as outlined above and will assess our progress at the program mid-point
(January), as well as at the scheduled conclusion of the partnership.

Mentor Signature
Date

Student Signature
Date
PROGRAM EXPECTATIONS AND GUIDELINES
EXPECTATIONS

1. **Maintain regular contact**—mentors and students should commit to speaking a minimum of twice a month during the program.

2. **Set clear and realistic goals**—today you will have a conversation that addresses goals for both the mentor and student.

3. **Be responsive**—both mentors and students are expected to return calls and emails in a timely manner (e.g. within two business days) to each other and the CSE mentor program administrator.

4. **Receive feedback**—it is important that as students you learn to be open to receiving feedback that is candid and delivered in a thoughtful and constructive way.

5. **Honor commitments**—if a mentoring conversation must be cancelled, it is expected that you and your mentor will do your best to communicate in advance of the meeting and reschedule.

6. **Evaluate**—at the end of the program, both participants will be asked to complete an evaluation form.
GUIDELINES

1. Each mentor/student must fill out, sign and return the mentoring partnership agreement. These should be returned within 5 business days of your first meeting.

2. You are responsible for the 3 R’s
   • **Receive**—make sure your email address is able to receive program messages. They will come from asterry@umn.edu or csealumni@umn.edu
   • **Read**—please read carefully each message you receive
   • **Respond**—when requested, please respond to the message in a timely manner (within 2 business days)

3. If you encounter a problem—contact the CSE mentor program administrator immediately.
PROGRAM RESOURCES AND CONTACT INFORMATION
PROGRAM RESOURCES

cse.umn.edu/mentormaterials
PROGRAM EVENTS

Upcoming:
• October 29
  Free Webinar from Noon-1 p.m.
  “Making the Most of LinkedIn: Open Q & A”

Save the Date:
• Mid-year event – February 2016
• Closing event – April 5, 2016