



### Schedule of Events

AAF Mentorship Kick-Off	August 13 <sup>th</sup> , 2022
One-on-One Mentor Meeting	August 13 <sup>th</sup> -20 <sup>th</sup> , 2022
One-on-One Mentor Meeting	September 13 <sup>th</sup> -20 <sup>th</sup> , 2022
One-on-One Mentor Meeting	October 13 <sup>th</sup> -20 <sup>th</sup> , 2022
Submit Grade Check	October 23 <sup>rd</sup> , 2022
One-on-One Mentor Meeting	November 13 <sup>th</sup> -20 <sup>th</sup> , 2022
Submit Updated Resume	December 1 <sup>st</sup> , 2022
One-on-One Mentor Meeting	December 13 <sup>th</sup> -20 <sup>th</sup> , 2022
Submit Grade Check	December 23 <sup>rd</sup> , 2022
Submit Volunteer Hours	December 23 <sup>rd</sup> , 2022

AAF Semester Mentorship Kick-Off	January 15 <sup>th</sup> , 2023
One-on-One Mentor Meeting	January 15 <sup>th</sup> -22 <sup>nd</sup> , 2023
One-on-One Mentor Meeting	February 15 <sup>th</sup> -22 <sup>nd</sup> , 2023
Mock Interview	March 4 <sup>th</sup> , 2023
One-on-One Mentor Meeting	March 15 <sup>th</sup> -22 <sup>nd</sup> , 2023
Submit Grade Check	March 25 <sup>th</sup> , 2023
One-on-One Mentor Meeting	April 15 <sup>th</sup> -22 <sup>nd</sup> , 2023
Submit Updated Resume	May 1 <sup>st</sup> , 2023
One-on-One Mentor Meeting	May 1 <sup>st</sup> -May 8 <sup>th</sup> , 2023
Submit Grade Check	May 15 <sup>th</sup> , 2023
Submit Volunteer Hours	May 15 <sup>th</sup> , 2023

\*Student is responsible for communicating with mentor to schedule one-on-one meetings\*

### Due Dates

- Submit Grade Check - October 23<sup>rd</sup>, 2022
- Submit Updated Resume - December 1<sup>st</sup>, 2022
- Submit Grade Check - December 23<sup>rd</sup>, 2022
- Submit Volunteer Hours - December 23<sup>rd</sup>, 2022
- Submit Grade Check - March 25<sup>th</sup>, 2023
- Submit Grade Check - May 15<sup>th</sup>, 2023
- Submit Volunteer Hours - May 15<sup>th</sup>, 2023

\*All items should be submitted to your mentor\*



Meeting Notes

Meeting Date: \_\_\_\_\_ Scholar and Mentor Name: \_\_\_\_\_

How confident do you feel in your success this semester? (1: worst, 10: best):

1 2 3 4 5 6 7 8 9 10

What topics would you like to discuss today?	Observation and Discussion
<input type="checkbox"/> Dorm life/roommates	
<input type="checkbox"/> Stress	
<input type="checkbox"/> Finances	
<input type="checkbox"/> Major	
<input type="checkbox"/> Clubs/activities	
<input type="checkbox"/> Internships	
<input type="checkbox"/> Other:	

How are your classes going this semester? (1: worst, 10: best):

1 2 3 4 5 6 7 8 9 10

Volunteer hours check-in:

\_\_\_\_\_

\*Please submit this to your mentor within two days of each meeting\*



### Volunteer Tracker

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date	Organization Name and Job Responsibilities	Hours	Organization Contact



## Goal Setting

Date: \_\_\_\_\_

Name: \_\_\_\_\_

<b>What is the goal?</b>	<b>S</b> pecific <input type="checkbox"/>	Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal and any support they might need?
	<b>M</b> easurable <input type="checkbox"/>	Does the goal answer the question of how many, how much and/or how often?
	<b>A</b> chievable <input type="checkbox"/>	Can you get the support and resources needed to achieve the goal by the target date? Are the expected results realistic?
	<b>R</b> elevant <input type="checkbox"/>	Is this goal going to make an improvement in your personal, academic and/or professional life?
	<b>T</b> ime-Bound <input type="checkbox"/>	Does the goal state a clear and specific completion date?
<b>Why is the goal important?</b>		

**List potential challenges while completing your goal:**

**Steps for completing your goal:**



Grade Check-In

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Class	Grade	Comments



## Mentorship Agreement

Date: \_\_\_\_\_ Mentor Name: \_\_\_\_\_ Scholar Name: \_\_\_\_\_

1. If a call/text/email is received, I will get back to my partner within:
  - 24 hours
  - 1-2 days
  - 3 days
  - Other:
2. If we can't make an expected meeting/interaction, how will we get in touch?
3. What are the **mentee's** goals for this mentoring relationship? What kind of activities/opportunities/information does the mentee want to have? (i.e. networking, job shadowing, company tours, volunteer experiences, coffee, resume building, research advice, grad school advice, etc.)
4. What are the **mentor's** goals for this mentoring relationship?
5. What actions can you and your mentee take to achieve these goals?
6. **Confidentiality:** Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:
7. **Relationship termination clause:** In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.