Alumni Mentor Program Compact

This compact will be helpful to outline goals and expectations. Feel free to share it with Program staff. 
This should be done during your first or second meeting with your mentor.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Mentor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>E-mail</td>
</tr>
<tr>
<td>Preferred Phone:</td>
<td>Preferred Phone:</td>
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</tbody>
</table>

Who is responsible for scheduling meetings?________________________________________________________
When will we meet?________________________________________________________
How frequently will we meet?________________________________________________________
When is our next meeting (date/time)?________________________________________________________
What is our primary method of communication?________________________________________________________

SMART Goals
The value of your mentorship will increase significantly if you set and seek to achieve specific goals.
SMART goals are:

Specific  Measurable  Attainable  Realistic  Time-bound

**SMART Goal Example:** Create or update resume and cover letter
Action step(s): Visit Career Enrichment Network/Career Services, draft resume to share
Target complete date(s): October 1

**SMART Goal #1:** ______________________________
Action step(s): ______________________________
Target complete date(s): ______________________________

**SMART Goal #2:** ______________________________
Action step(s): ______________________________
Target complete date(s): ______________________________

**SMART Goal #3:** ______________________________
Action step(s): ______________________________
Target complete date(s): ______________________________

**SMART Goal #4:** ______________________________
Action step(s): ______________________________
Target complete date(s): ______________________________
Sample Meeting Agenda

Meeting Date:
Meeting Time:
Meeting Location (if applicable):

What are three things I want to discuss during this meeting:
1. 
2. 
3. 

What are three questions I have for my mentor?
1. 
2. 
3. 

What are three goals I want to work towards?
1. 
2. 
3. 

What are three action steps I will take after this meeting to help me work towards my goals?
1. 
2. 
3. 

What will I include in a follow-up email?

When is our next meeting?
Meeting Date:
Meeting Time:
Meeting Location (if applicable):