

Alumni-Student Mentoring Program Goals and Action Plans

Please be sure both student and mentor have copies of all information below and of the goals and action plan.

Student: _____
(Name) (E-mail) (Phone)

Mentor: _____
(Name) (E-mail) (Phone)

For at least the early part of the mentoring relationship, a regular contact schedule will be helpful. Please establish your next contact date, time and method and your regular contact schedule today.

If you can't agree on a regular contact schedule now, then set a date to reach agreement.

Our next contact will be by phone/email on _____ at _____
(choose one) Date Time

Our regular contact schedule will be _____

Action Planning

Please list at least three goals for your mentoring relationship. Include action steps to reach your goals, who will own the steps and a time frame for each to be completed. For example:

<u>Goal</u>	<u>Action Step</u>	<u>By</u>	<u>Date</u>
Update Resume	Email first draft to mentor	Student	11/1/07
	Review/provide suggestions	Mentor	11/15/07
	Phone conference to finalize	Student/Mentor	11/30/07
Create industry mailing list for resume	Create list of target companies	Student	12/15/07
	Review list for contacts	Mentor	1/10/08
	Phone conference to finalize	Student/Mentor	1/10/08

Use the template provided to build your personal action plan.

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Goal **Action Step** **By** **Date**
