A. Relationships (Development & Maintenance 1st year)
Time: Aug 23rd – Sept. 17th

I. Fundamentals (What are you looking for?)
   1) Type of relationship you are going to have
      a. Academic-Only discuss academic concerns
      b. Career Based- Only discuss concerns that relate to your career aspirations
      c. Personal- Discuss everything from academics to life.
      d. All of the above

Relationships can be a mixture of all types and can transition from one to the other at any given time. Talk about where you see the relationship and what you would like to accomplish.

II. Exchanging contact and setting ground rules for relationship
   i. Exchange phone numbers and emails
   ii. How you are going to communicate (email, text, etc)
       Tip: Many mentors have set days and times that they communicate with their protégés (i.e. Every Monday at 11:00 send an email). That way it becomes routine. You can always communicate more but this way if you or your protégé get busy, you both know that on that day and time you will hear from each other.
   iii. When will you have your required face to face meetings?
       a. Pick a day and time- create a routine
       b. Put in on your Calendars
   iv. Where will you meet and for how long?
       a. Any meeting that involves food should be affordable for both of you. (Discuss going “dutch” ahead of time).
       Mentors are not financially responsible for the protégé.

III. What’s Your Story? (Getting to know each other)
1) Take the time to get to know each other… TALK about anything and everything. You can’t help academically or personally if you don’t know anything about each other.
2) Sometimes being mentor means you have to be a little vulnerable by being real about who you are and your struggles. If you are comfortable please share those experience as the conversations call for.

IV. Hobbies
1) Find out your interest and hobbies, Do you like to volunteer?
2) Find ways to enjoy those interest and hobbies together
TIP: Utilize the Mentor Tech, Campus and Community Calendars to assist you in finding opportunities for you to do things that interest you both on and off campus. A bonus is that you can plan these activities in advance.

V. Semester Goals
i. What is the GPA goal?
   a. What do they need to do to get there?
   b. What are their academic strengths and weakness?
ii. Studying Habits
iii. Getting familiar with campus
iv. Utilizing resources
v. Your Relationship

VI. Important Semester Dates
i. Last day to Add a Course- Aug 30th
ii. Last Day to Drop with Charges removed and no penalty- Sept 12th
iii. Last Day to Withdrawal with partial Credit- Sept 24th
iv. Declare Pass/ Fail, Last day to drop a course with penalty – Oct. 29
v. Advance Registration Begins- Nov 1st
vi. Last Day to transfer between Colleges- Nov 20th
vii. Last Day to withdrawal from the University- Nov 30th
viii. Dead Day – Dec 6th

Action Item: Create Smart Goals and exchange the favorite’s sheet.

B. Relationships- Established /Upper Levels
Time: Aug 23rd – Sept. 17th
I. Relationship changes/Closure
   1) Will you relationship continue once they graduate
2) Are they ready to graduate?
3) Are they taking GRE, LSAT, etc?
   i. Please click on the following link to get more
      information on tests and testing sites
      http://www.depts ttu.edu/testing/

II. Graduation necessities
   1) If graduating, do they have everything? (Gown, Invitations)

III. Ring Ceremonies
   1) Are they going to attend? What are the dates?

IV. Convocations
   1) Are they attending any Convocations?
      i. Make sure they have the appropriate Stoles.
      ii. Who do they gets those from?

V. Family Accommodations
   1) If graduating, are you walking the stage?
   2) Who is coming?
      i. Make Hotel reservations early if needed.
      ii. If staying with you make sure roommates have been
          notified ahead of time
      iii. Having a graduation dinner, where? Make reservations
           early

VI. Semester Goals
   i. What is the GPA goal?
      a. What do they need to do to get there?
      b. What are their academic strengths and weakness?
   ii. Studying Habits
   iii. Getting familiar with campus
   iv. Utilizing resources
   v. Your Relationship

VII. Important deadlines
   1) Last day for UNDERGRADUATES to remove I and PR Grades-
      Nov. 30th
   2) Last Day to Order Invitations/Academic Regalia At bookstore-
      Oct. 22nd

Outcome: Develop a foundation of how your match relationship should function.
C. Adjustments for Upper Levels

Time: Sept. 17th-Oct 8th

I. Who Are You?
   i. Have they changed since arriving?
   ii. What are they thinking now?

II. Homesick
   i. How are they dealing with being away from home
   ii. Are they contacting family regularly
   iii. Are going home often, if so how is that going?

III. Roommates, Money Matters, Independence
   i. Are they still liking their roommate? Do they hang out?
   ii. Is the roommate a good influence?
   iii. Financially how are they doing?
      a. Do they need help budgeting?
   iv. Does your protégé work
      a. Are they managing their time wisely?
   v. Independence
      a. Are they studying or partying
         i. Time Management
         b. Making good choices

IV. Program Engagement
   i. Are they attending Workshops

V. Involvement On Campus
   i. Are they active in other organizations?
      a. Which ones?
      b. Do they have time?
   ii. If not involved why not?
      a. Are they socially prepared to join other organizations?
      b. Help them find something they would be interested in

Tip: Here is an entire list of student organizations. Review with your protégé and ask them to take the time to contact the ones they are interested in. Student organization are a great way to become a part of the University and make new friend. They also create unique networking opportunities.
VI. Stress Management- Personal, Wellness
   i. How are they dealing with this new chapter in their lives
      a. Are they overwhelmed
      b. Do they have time for everything
      c. Some students suffer from guilt
         i. College expense taking a toll on family
         ii. Boyfriend/girlfriend not there for them
         iii. Trying to better themselves

D. Adjustments- Upper Levels
Time: Sept. 17th-Oct 8th

I. Work/Internship/School Balance
   a. Are they working or interning during school?
      i. Has that working- Time Management Wise

II. Volunteering
   a. Is very important and looks good on a resume but are they doing too much
   b. Is it taking an emotional toll on them (Rape Crisis, Suicide hotlines)

III. Leadership in organizations
   a. Do they hold an office?
   b. Are they spreading themselves to thin
   c. Are they involved in other organizations at all?

IV. New Roommates/Living Situations
   a. Living off campus
      i. Allowing time to get to class
      ii. Expenses
      iii. Roommates- are you getting along
         i. How are you handling expenses like food and utilities?

V. Money Matters
   a. Are you saving anything
   b. School loans- Looking towards the future
c. Making good use of financial aid and loans
   Reminder: This money is to be utilized for school expenses and survival (especially if not working) Help your protégé learn how to budget wisely so their money will last the entire semester.

Outcome: Student has better understanding of who they are and understands that they will change throughout college. They will not end with the same goals or ideas that they started with.

Action Item: Create Smart Goals exploring their involvement on campus, meeting their advisor, and creating a degree plan.

E. Academics- Freshman, Sophomores, Transfers
   Time- October 8th-Oct 30th

   I. Advising/Schedule
      i. Appointment with Advisor
      ii. Make sure classes are on track

   II. Mid-Term Grades
      i. Discuss where they are at grade wise.
         Reminder: Mentor Tech runs a mid-term grade report. While we cannot discuss those reports we will highly encourage everyone to discuss grades.

   III. Professor Meetings
      i. Introduce themselves to professor
         TIP: It is good practice for students to take the time to introduce themselves to their professor. It helps for the professor to know their faces and not just their R number. The professor will recognize that they are in class and can help make the difference between passing and failing.
      ii. Schedule Mid-term Meeting
         a. Make sure that they are aware of where they are at and what they need to do to be successful

   IV. Tutoring
      i. Do they need extra help?
         Reminder: Mentor Tech will assist in helping finding free tutors. We provide a study area with free printing in Doak Hall 101C. We also have study sessions once a month from 6 – 8 p.m.

   V. Classes, Major, declare Minor
      i. Have they declared a Major, Do they want to change their Major?
TIP: If a student is unsure of Major- Suggest they shadow individuals in their area of interest to help them decide.

ii. Declare Minor
   a. Guidelines for individual colleges

F. Academics- Junior, Senior, Graduate Students
   I. Declare intent to graduate
      i. One year prior to expected graduation date.
      ii. Meet with Advisor
   II. Major on track
   III. Mid- Term Grades
      i. Discuss where they are at grade wise.
         Reminder: Mentor Tech runs a mid-term grade report. While we cannot discuss those reports we will highly encourage everyone to discuss grades.

IV. Letters of Recommendation
   i. Submit Request in a Timely Manner
      Tip: Most people are always happy to provide recommendation letters, however it is always important to ask with at least a two week notice from the date that the student needs the letter. Many programs and individual have forms that you can submit your request with. Mentor Tech does have a specific form and requires at least a two week notice.
   ii. Provide resume for reference

V. Professor Meeting
   i. Introduce themselves to professor
      TIP: It is good practice for students to take the time to introduce themselves to their professor. It helps for the professor to know their faces and not just their R number. The professor will recognize that they are in class and can help make the difference between passing and failing. Also you may need a recommendation letter from one so make sure they know who you are.
   ii. Schedule Mid-term Meeting
      a. Make sure that they are aware of where they are at and what they need to do to be successful

VI. Advisor Meeting
   i. Appointment with Advisor
   ii. Make sure classes are on track
Outcome: Be able to decide on classes and majors, have a very good ideas of academic progress to ensure a semester grades.

Action Item: Create Smart Goals exploring their academic needs

G. Career Goals
Time Oct 30th-November 13th

I. Summer Goals, Study Abroad, Internships
   i. What do you plan to do?
   ii. Have you applied to Internships?
      a. What are the deadlines?
      b. Have you started making necessary arrangements?
         i. Living
         ii. Travel
         iii. Cost

II. Networking Series
   i. Did you attend the Networking Series workshops?
      a. How to interview
      b. How to dress for an interview
      c. How to write a resume?
         i. Did you have the UCC critic your resume?
   ii. Are you prepared the Networking Reception?
      a. The appropriate outfit
      b. Copies of you resume
      c. Interviewing
         Tip: A great way to help you protégé prepare is to give them a mock interview. Ask those questions that are most commonly asked and some that are not.

III. Prepare Resume
   i. Visit the University Career Center
      a. The UCC will gladly review your resume and provide helpful information in preparing your resume.
   ii. Make sure you have dates correct
   iii. Make sure it look nice and clean
      REMINDER: The Mentor Tech office will provide you with resume paper to print up to 5 clean copies of your resume.

IV. Interviewing/Dress
i. Practice interviewing
   a. As a mentor you can provide mock interviews
   b. Mentor Tech staff can provide mock interviews
   c. The UCC will provide help and useful resources to help
      with interviewing skills.
   d. Find an outfit
      i. Does not have to be expensive
         1. Target
         2. Burlington
      ii. Go together
         1. If possible go with your protégé to find an
            outfit. You input would be greatly appreciated
      iii. Try it on
         1. Make sure it fits
            a. Shoulders
            b. Length (legs/arms)
            c. Not too tight/baggy
            d. Around the neck
            e. No low necklines
      iv. Shoes
         1. Try them on
         2. Heels (not too high) 3 inches at the most

H. Career Goals- Upper levels
Time Oct 30th-November 13th

I. Resume Building
   a. Work experience
   b. Volunteering
   c. Organizations
   d. Internships

II. Internships
   a. Have they applied?
   b. What are the deadlines?
   c. Have you made the necessary arrangements
      i. Living
      ii. Travel
      iii. Cost

III. Grad School
a. Are you going to apply?
b. Do you know the deadlines?
c. Financial Arrangements

IV. Jobs
   a. Are they looking?
   b. Location
      i. Where do they want to end up
      ii. Have they looked at the job market there
   c. Do they understand about benefits and taxes
      TIP: It is always a good idea to be familiar with how benefits and taxes work. Retirement and 401K vary so a least be familiar with them.

V. Professional Branding
   a. How do they want to be seen?
      i. Remove anything from social media that may provide an inaccurate point of view. WATCH what they post
      ii. Business Cards
         1. When networking- Business cards are a great to handout to people that they have unexpectedly met.

VI. Volunteering
   a. Are they volunteering?
      i. In addition to being valuable to the community, volunteering looks great on a resume. It is often a requirement for organizations and some majors
   b. Do they have enough hours? Keep Track

VII. University Career Center- Focus Test
   a. Utilize the University Career Center- they have assessment test that range from what type of personality one has to what is the best major for them. Please click here to get more information on career explorations:
      http://www.depts.ttu.edu/careercenter/students/careerexploration.php

VIII. Deadlines (GRE, LCAT, LSAT)
   a. Are they applying?
   b. Do they know the deadlines?
      i. Please click on the following in link to get more information on tests and testing sites
      http://www.depts.ttu.edu/testing/

Outcome: Understanding their career path and what it takes to get there.
Action item: Creating Smart Goals, attending the Networking Series offered by Mentor Tech, meeting with the UCC.

I. Semester Assessment
Time: Nov 10th - Dec 6th

I. Home for the Holidays, Who Are they Now?
   i. How have they changed from the beginning of the semester?
      a. How they look/dress
      b. What they believe
      c. How have they grown?
      d. What do they feel they still need to work on?

II. Review of The Semester
   i. Did they get the GPA they were hoping for?
   ii. Did they struggle? How?
      a. Did they manage time well?
      b. Number of hours? Was it too much or not enough
      c. Did they utilize on campus resources?
         i. If no, why not?

III. Grades
   i. What was their GPA?
   ii. Are they ready for 2nd semester
      a. What can they do differently?
      b. What worked

J. Semester Assessment-Upper Levels
Time: Nov 10th - Dec 6th

I. Closure
   i. Are they graduating?
   ii. Have they tied up loose ends?
      a. Living situations
      b. Finances
   iii. What are they going to do over the holiday break
      a. Interns
      b. Study abroad
      c. Work

II. Maintain Networking Contacts
   1) Ask them to touch base with people that have met over the course of the semester
2) Send thank you notes to those they feel have been helpful

III. Exit Loan Interviews/Important Documents
   1) Have they done theirs?
   2) Have they applied for financial aid?
   3) Do they have all the paper work?
      a. Tax papers

IV. Contracts
   1) Housing
   2) Do they need to find someone to sublease?

V. Preparations Next Chapter
   1) Are the ready for the next semester
      a. Classes
      b. Internships
      c. Study abroad
      d. Work
      e. Graduate school

Outcome: Reflection of your relationship, the semester academically/personally, and acknowledging the growth that has been made and areas for improvement.

Action Item: Review Smart Goals made over the semester.