

Professional Mentorship Program (PMP)

New Student Orientation

Experience. Perspective. Connections.

Contents:

<u>Resource</u>	<u>Page</u>
• Connect with us!	2
• Program Commitment	3
• PMP Calendar	4
• Mentoring Goals	5
• SMART Goal Setting Worksheet	6
• Partnership Agreement	7
• Professional Email Template	8
• Additional Resources	9

CONNECT WITH US!

Leeds Mentoring Programs (a division of Leeds Career Development)

PMP Contact Information

Office: Koelbel S220C

Phone: (303) 492-5881

Email: leedsmentoring@colorado.edu

Web: <http://leedsmentoring.colorado.edu>

Meet the Team!

Katie Connor, Executive Director, Career Development
Sally Forester, Associate Director, P2P & YAMs Programs
Kristen Freaney, Program Manager, PMP
Lauren Russo, Marketing & Events Coordinator
Sallie Sangiorgio, Student Assistant

(katie.connor@colorado.edu)
(sally.forester@colorado.edu)
(kristen.freaney@colorado.edu)
(lauren.russo@colorado.edu)
(leedsmentoring@colorado.edu)

PMP Student Advisory Board

Alli Dedi	Lauren Paolino
Max Demby	Jillian Trubee
Jordan Fuchs	Adam Valeruz
Sarah Gronet	Jessica Wambsgans
Eliza Jameson	

Connect Online

Find us on Facebook, Twitter, and LinkedIn to stay up to date on all PMP happenings!

- Facebook: www.facebook.com/leedsmentoring
www.facebook.com/leedscareerdevelopment
- LinkedIn: <http://leeds.ly/careerlinkedin>
- Twitter: @LeedsCareer

If you have questions or need advice, we are here to support you. Please do not hesitate to stop by, send us an email, or call if you have questions, suggestions, or concerns about the program. **Please also contact us if you are having trouble reaching your mentor.** Since this program exists to help students like you, we value your feedback and will be asking you to complete annual surveys. Please take the time to let us know about your experience, formally/informally, or both! **We do not know that you need help unless you ask for it!**

PROGRAM COMMITMENT

Students in the PMP are required to complete a few tasks in their “Partnership Plan” during their time in the program. As a reminder, other expectations of PMP students are as follows:

- Attend Fall and Spring events with all students and mentors
- Connect with your mentor at least two times per semester and record meetings on the Leeds Mentoring Network
- Complete periodic surveys regarding the program
- Continue to be in good academic standing
- Represent Leeds in a professional manner, including appropriate attire and behavior
- Maintain the utmost discretion and confidentiality of all personal, professional and contact information given to you about your mentor, or other program participants

PMP KEY DATES: 2014-2015*

**PMP-specific dates are bolded*

FALL 2014

August 25	First Day of Classes – Fall Semester
September 1	Labor Day – CAMPUS CLOSED
September 3-19	PMP New Student Orientations – <i>you will receive your mentor match within 24 business hours of completing orientation</i>
September 12	Colorado Business School Career Fair, 12:00 – 7:00 pm Sports Authority Field (Denver)
September 15	Meet the Firms (Accounting Career Fair hosted by Beta Alpha Psi), 7:00 – 9:00pm, Millennium Hotel (Boulder)
September 22-24	NYC Career Trek (Finance, Marketing, Management)
October 2	PMP Fall Kick-Off, 5:30-8:00pm, KOBL Atrium
October 3-6	Family Weekend
October 10	Denver Career Trek
October 23-26	Back to Boulder Homecoming Weekend
October 31	First Meeting with Your Mentor DUE (complete post-meeting survey and check-off task on Leeds Mentoring Network)
Nov. 24-28	Fall Break/Thanksgiving Holiday (Campus Closed 11/27-11/28)
December 2	Second Meeting with Your Mentor DUE (complete post-meeting survey and check-off task on Leeds Mentoring Network)
Dec. 18-Jan. 9	Winter Break (Campus Closed on 12/24, 12/25, 1/1)

Spring 2015

January 12	First Day of Classes – Spring Semester
January 27	Pre-Career Fair Networking Night for PMP Students, 6:00 – 7:30 pm, Hotel Boulderado
January 28	Leeds Career Fair, 12:00 – 5:00 pm, Folsom Stadium Club
February 14	Third One-on-One Connection with Your PMP Student Due
February 15-16	Just in Time Career & Internship Fair, 9:00 am – 4:00 pm, UMC
March 23 – 27	Spring Break
April 18	Fourth One-on-One Connection with Your PMP Student Due
April 23	Spring Celebration & Senior Send-Off, 5:00 – 8:00 pm, Westin Hotel Westminster
May 3 – 7	Final Exams
May 8	Commencement

For more information about career fairs, networking events, and Career Treks, please visit www.colorado.edu/leeds/career.

MENTORING GOALS

Setting goals for your mentoring partnership will help guide your relationship and ensure that you and your mentor are getting what you want out of the PMP.

Long Term Goals: Large, sometimes ambiguous, goals that you want to achieve over a significant period of time. Examples of long term goals include: Getting an internship, Deciding between a career in finance or marketing, Obtaining a full-time job upon graduation.

Short Term Goals: Smaller, more specific, and measurable goals that you need to accomplish while on your way to achieving your long term goal. Examples of short term goals include: Identifying 3 companies with internship openings and reviewing with your mentor, Shadowing two professionals from your mentor's network who work in the finance and marketing fields, Attending the Leeds Career Fair.

Long term goals don't survive without short term goals and vice versa!

S.M.A.R.T. GOAL SETTING WORKSHEET

Write Down Your Goal

Fill in the following table to show how your goals meets the **SMART** criteria:

Is it...?	Yes	No	Explain
Specific			
Measurable			
Attainable			
Relevant			
Time-limited			

What will be your reward when you reach the goal? In other words, how will reaching the goal benefit you?

Actions, Resources, Timeframe:

What actions do you need to take to reach your goal? For example, do you need to gather information, obtain money, learn new skills, or make special arrangements? How much time will you need to accomplish each action? When should you have completed each action?

ACTION	ESTIMATED TIME	DUE DATE

List at least three possible barriers you might face as you strive to achieve your goal.

LEEDS MENTORING OFFICE MENTOR-MENTEE PARTNERSHIP AGREEMENT

Between: Student _____ and Mentor _____

Confidentiality:

- Commit to confidentiality during your mentoring relationship as well as extending beyond the formal completion of your time in your mentoring program.
- What information is OK to share, if any?

Meeting/Communication Arrangements:

- How often and for how long?
- How will you communicate between meetings?
- Agree how you will share concerns as they arise to maintain open communication.
- Discuss best methods for communication and expectations for response time.

Mentor Contact Information:

Primary Email: _____
Secondary Email: _____
Assistant Email: _____
Work phone: _____
Cell phone: _____

Preferences: (method, time of day, subject line, for time-sensitive questions, etc.)

Student Contact Information:

Primary Email: _____
Secondary Email: _____
Home Phone: _____
Cell Phone: _____

Mentee's Roles and Responsibilities

Mentor's Roles and Responsibilities

PROFESSIONAL EMAIL TEMPLATE

TO: MyMentor@companyZ.com

FROM: Student@colorado.edu

SUBJECT: Leeds Professional Mentorship Program – (Introduction, meeting time, etc.)

Dear Mr. /Ms. _____,

I. INTRODUCTION/PURPOSE

You have been assigned to me as a mentor through the Leeds Professional Mentorship Program (PMP). My name is _____ and I am a sophomore/junior/senior studying _____ at CU. I am from _____ and (some other fun fact - “I enjoy playing sports,” “like you, I am a big Buffs fan,” “I enjoy traveling,” etc. USE THEIR BIO TO MAKE A CONNECTION IF POSSIBLE). I have attached my current resume for your review.

II. NEXT STEPS AND FOLLOW-UP

A. LOCAL MENTOR – You ARE attending the Kick-off

I will be attending the PMP Kick-Off Event on Thursday, October 2nd, and I hope I will be able to meet you there. I will look for you in the Leeds Atrium at ____pm (OR – I have a class and will be arriving at ____pm), but please feel free to contact me on my cell phone at (insert cell phone number) if you cannot locate me.

B. LOCAL MENTOR – You ARE NOT attending the Kick-Off

Unfortunately, I am not able to attend the PMP Kick-Off Event on October 2nd due to _____.

However, I would like to get in touch with you in the next week or two to talk about the program. Please let me know if you would be available on (date/time) or (date/time). If not, please let me know when would be a convenient time for you.

C. DISTANT MENTOR

I know you may not be able to make it to Boulder for the PMP Kick-Off Event on October 2nd, but I would like to touch base with you in the next few weeks, if possible. Please let me know if you would be available (date/time) or (date/time) for a phone or Skype/FaceTime call. If not, please let me know when would be a convenient time for you. Of course, if you are in Boulder in the future, please let me know, as I would be excited to meet with you then.

III. THANKS AND CLOSE

Thank you so much for volunteering for this program. I am very excited to work with you and think it will really help me to _____ (define my major, clarify my career goals, think critically about my career choices, etc.) I look forward to meeting (or talking) with you.

Best,

YOUR NAME

Area of Emphasis

Leeds School of Business, Class of 20____

EMAIL ADDRESS

PHONE CONTACT

ADDITIONAL RESOURCES

Leeds Mentoring Network – Resources Tab

- leedsmentoring.colorado.edu

Career Development: Career Advising Division (KOB L S220/S210)

- colorado.edu/leeds/career
- Appointment Scheduling: leeds.ly/careeradv
- Events Calendar: bit.ly/PDCaI

CareerBuffs Job Board

- careerservices.colorado.edu/students/CareerBuffs.aspx

Campus Career Services (C4C)

- careerservices.colorado.edu

Student Orgs

- colorado.edu/leeds/student-resources/student-organizations

Office of Diversity Affairs (KOB L 260)

- colorado.edu/leeds/student-resources/diversity-affairs

glassdoor – Company Research Site

- www.glassdoor.com

Vault – Company Research & Career Planning Site

- <http://leeds.ly/leedsvault>

Luke’s Circle – Boulder/Denver Job Search Site

- lukescircle.com

Built in Colorado – Startup Job Search Site

- www.builtincolorado.com