**2016 Leeds** **Peer2Peer MENTEE HANDBOOK**

**Is Mentoring Right for You?**

Entering a mentoring relationship can seem easy; however it is not a decision to take lightly. Participating in a mentoring relationship that works requires:

* Time, energy and enthusiasm
* Commitment to regular meetings with your mentor
* Discussion and reflection on your goals and your progress
* Taking specific actions to stretch your growth and learning

**Are you ready to be mentored?**If you can answer yes to the following questions, you are ready to begin learning more about being a successful mentee.
• I am ready to set goals and know that it would be helpful to have a mentor guide me. • I will listen to what my mentor has to say. • I know that my mentor might suggest things out of my comfort zone and I am ready to try new things • I know that I will be busy this year, but I commit to keeping in touch with my mentor

You may find that after some careful consideration that you don’t have the time to invest in a mentoring relationship. This is OK- you can leave the program at any time! However, please let the mentoring office know as soon as possible- before your mentor has invested time and energy in you.

The Peer2Peer program will provide you with many rewards:

* Learning from a more-experienced individual
* Engagement with a vibrant community of Leeds students
* Have an increased cohort community through programs and activities
* Find new ways to anticipate and solve typical first year problems
* Gather information about university-sponsored academic and social issues

**Connect with us!**
***Leeds Mentoring Office – P2P Contact Information***
***Office***: Koelbel, S220C
***Email***: leedsmentoring@colorado.edu
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**Meet the Team!**Sally Forester, P2P Director (Sally.Forester@colorado.edu)
Katie Connor, Director Leeds Career Development (Katie.Connor@colorado.edu)
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P2P Student Assistant (leedsmentoring.colorado.edu)

**Connect Online**
Find us on Facebook, Twitter and LinkedIn to stay up to date on all P2P happenings!

* Facebook: [www.facebook.com/LeedsP2P](http://www.facebook.com/LeedsP2P)
* Twitter: @LeedsP2P
* LinkedIn: Leeds Undergraduates

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!**

**2016 PEER2PEER
MENTORING AGREEMENT**

**Mentee Name:
Mentor Name:**

Make sure to exchange information (cell phone #’s, etc)

What type of help/advice does the mentee want from the mentor?

What expectations does the mentor have of the mentee (showing up for meetings, returning emails)?

What expectations does the mentee have of the mentor?

How often will you meet (program requirements are 1x per month in person MINIMUM)?

Where and when will you meet? For how long?

Who will be responsible for scheduling the meetings?

What are the ground rules for your discussions? What is OK and not OK to talk about?

We have agreed that our initial meetings will focus on these three topics:

1.

2.

3.

**SMART Goal Setting**

**MENTEE Name
MENTOR Name**

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?

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** |
|  |  |  |
|  |  |  |
|  |  |  |

 **YOUR FIRST MEETING**

***Objective:*** Complete your first meeting in-person. This meeting is all about making a connection with another person and setting your goals for the fall semester. Make sure you set aside the time to really listen and learn about each other in order to establish a solid foundation for the coming year.

***Who is Responsible?*** P2P mentees and P2P mentors share the responsibility for keeping in touch. Mentees and mentors will see each other at the “Mentee Orientation” and should schedule their first meeting at that time. All students receive their mentor’s bio and contact information when they enter the program in the Fall. Please contact us at leedsmentoring@colorado.edu if you are unable to contact your mentor.

***When?***  P2P Mentees and Mentors should plan to have their first initial 1:1 meeting and September and monthly check-ins will follow. You may have a chance to meet each other tonight at the P2P Mentee, which is a good time to set a date for your first in-depth meeting. DO NOT plan to accomplish your initial meeting during the Welcome Orientation, which is a bit hectic and more of a social gathering.

***Where?***  Have your first meeting (or conversation) in a place that is comfortable for both you and your mentor, and where you can have a reasonably quiet, uninterrupted conversation. Maybe meet for lunch or coffee at a nearby restaurant, or meet somewhere on campus. It’s nice to keep the first meeting informal, so you can get to know each other in a relaxed setting where neither person feels “on the spot” or “out of their element.”

***What?***  Before the first meeting, all mentees should have prepared the following to review with their mentors:

* Who am I? Have a brief “personal statement” ready about your background, important influences, accomplishments, and aspirations (career and otherwise).
* I would like my Mentor to help me with… Have two to three Mentoring Goals set for the year. This may range from very general ideas about “help with my internship search” to specific skills and experience (e.g., improving my studying skills, joining a Leeds Club, etc.).