

# Knowlton School Mentor Goals Worksheet

PLEASE HAVE THIS SHEET FILLED OUT AT THE END OF YOUR FIRST MEETING TOGETHER.  
BOTH MENTORS AND MENTEES MUST FILL OUT THEIR OWN SHEET TO KEEP FOR THEIR OWN RECORDS.

Mentor Name: \_\_\_\_\_

Mentor Firm: \_\_\_\_\_

Mentor Phone: \_\_\_\_\_

Mentor Email: \_\_\_\_\_

Mentee Name: \_\_\_\_\_

Mentee Phone: \_\_\_\_\_

Mentee Email: \_\_\_\_\_

Program & Class Year: \_\_\_\_\_

## CONVERSATION STARTERS

- BOTH: What do you expect to gain from this program?
- MENTOR: How did you choose this career path?
- MENTEE: What is your dream job?
- MENTOR: What was your dream job when you were your Mentee's age?
- MENTEE: What are you most concerned about and/or most excited about when you think about beginning your career as a practitioner in your field?

## MENTOR PROGRAM EXPECTATIONS

- Mentor Teams are expected to meet face-to-face, either in person or virtually, at least 5 times throughout the academic school year. Scheduled Knowlton Mentor Program events count for these meetings. Teams are expected to make arrangements for additional face-to-face activities throughout the year.
- It is expected that both Mentors and Mentees agree to respond to phone calls or emails from their Mentor/Mentee within 48 hours.
- Mentors and Mentees are expected to participate fully, or they will not be invited to participate in the future. This program is what Mentor Teams choose to make it, so please make it a valuable experience!
- Please take a moment to discuss and write down other specific expectations you will both agree to with regards to your time and interactions with one another:


Please take a moment to develop your statement of purpose (no more than 3 sentences each) that clarifies for your partner what you expect from him/her and what you hope to gain from participating in this program. Please record this statement on BOTH copies of the Worksheet.

MENTEE STATEMENT:


MENTOR STATEMENT:


AGREEMENTS:

We agree to communicate on a \_\_\_\_\_ basis via \_\_\_\_\_.  
*(daily, weekly, monthly) (phone, email, text)*

Our next face-to-face meeting will be on \_\_\_\_\_. *(specify a date and time)*

At this meeting we will \_\_\_\_\_.  
*(provide specific location and activity information)*

Our preliminary plans for other face-to-face meetings include:

Month:	Month:	Month:	Month:
Activity:	Activity:	Activity:	Activity:

<i>Additional thoughts, expectations, things to be mindful of...</i>
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**KEEP THIS SHEET FOR YOUR OWN RECORD.**

## FOR YOUR CONSIDERATION:

### Face to Face Team Activity Suggestions:

- Baumer Lecture Series
- Dinner with 12 buckeyes Program
- Firm/office visits
- Professional organization programs
- Mentee/mentor presentations
- Portfolio/resume reviews
- Visit a current or past job site of the Mentor
- Attend a professionally relevant documentary at the Wexner Center or the Gateway
- Joint Association Happy Hours
- As other appropriate activities are announced on campus and in the Columbus area, Knowlton will try to email the information out to you!

### Mentor Team Accountability:

- The signed Mentor Program Pledge is due upon completion– please return to Elle Dutton in person or scan and email your signed pledge to [Dutton.77@osu.edu](mailto:Dutton.77@osu.edu).
- Please communicate with one another, respectfully and professionally. If you feel your partner is not meeting the agreed upon expectations, please try to discuss this with your partner openly and without accusation.
- If at any point you feel that your Mentee/Mentor is not cooperating, please email Elle Dutton at [dutton.77@osu.edu](mailto:dutton.77@osu.edu). Reassignment is not guaranteed.
- A mid-year evaluation will be emailed to you for feedback on your experience with your Mentee/Mentor.

## QUESTIONS

If you have any questions about the Mentor Program, please contact Elle Dutton, Senior Associate of Engagement & Alumni Relations: 614.292-1468 or [Dutton.77@osu.edu](mailto:Dutton.77@osu.edu).

**THINGS TO DISCUSS:**

- Do you both have transportation?
- What are your other commitments outside of work and school?
- What does it look like to you when someone is being “professional”? When someone is being “respectful”?
- How do you prefer to communicate? Do you text? Do you email?
- Can you think of any reasons why you might not respond to one another within a 2 day period?
- How will you define what “success” will mean for you both when the Mentor Program has concluded?
- What are you most looking forward to from your Mentor Program partnership?

**REASONABLE EXPECTATIONS:**

Mentors and mentees typically enter their relationships with assumed expectations of each other. At times, some can experience disappointment because expectations weren’t met or even discussed. To prevent this and help you with your planning, the table below lists some common, reasonable expectations. In many cases, the expectations are similar or the same. A mentoring relationship is a partnership, with both people showing respect and support for each other.

Discuss these expectations early in your mentoring partnership. You may want to add other expectations the two of you identify.

<b>MENTORS</b>	<b>MENTEES</b>
Meet as often as your schedules permit.	Meet as often as your schedules permit.
Provide help by answering questions. Serve as a learning broker, and be a sounding board for issues relating to the mentee’s career goals and development. Talk about skills mentee could acquire to add value.	Take initiative to drive the relationship and be responsible for your own career development and planning. Ask questions.
Discuss, eliciting feedback and help mentee look for information on impact he/she is having.	Focus and be interested in getting feedback and measuring how you are perceived.
Provide suggestions and advice on goals and activities that lead to effective and rewarding work. Tell stories about how others made their way that might be relevant to the mentee.	Ask for suggestions and advice early in the relationship. When advice is given, listen to the mentor, apply at least some of their ideas, and let him or her know the results.
Be a catalyst for mentee developing his/her own network. Point to others he/she might reach out to and engage.	Elicit Mentor’s advice on developing other informal mentoring relationships
Keep any commitments made.	Keep any commitments made.
Work out any minor concerns about the relationship.	Work out any minor concerns about the relationship.