**Boulder – CU Leadership Program Expectations Agreement**

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| **Program:** | **Timeline:** | **Deliverables** |
| **Matches Sent** | Mid-October | Matches will come from Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)). |
| **Initial Connect Between Matches** | End of October/Early November | Initial outreach from mentees to mentors  Signed agreement (one per student) returned to Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)). |
| **Midpoint Memo Due** | End of January | Submit midpoint memo to Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)). |
| **Final Meeting & Evaluations** | End of April/Early May | Mentors receive evaluation form  Mentor provides feedback to mentee and discusses how the semester went, submit signed form to Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)). |
| **Feedback Form Due** | April/May | <https://www.colorado.edu/lead/content/boulder-cu-leadership-program-mentorship-feedback>  Complete the google form to provide feedback and suggestions about the overall program |

**I. CONTACT INFORMATION**

**STUDENT INFORMATION**

Name:

Email:

Major(s), Minor(s), Leadership Program (if applicable):

**MENTOR INFORMATION**

Name:

Email:

Position/Company/Professional Status:

**II. AGREEMENT DETAILS**

**MENTORSHIP GOALS**

Instructions: Provide a short overview of the personal expectations you have for this experience. Include what you hope to be exposed to and why you selected this opportunity. Also, list the goals you have for this experience and how you will accomplish them. What specific skills, tools, or knowledge do you hope to gain from this experience? What indicators or metrics will you use to determine if you are meeting your goals?

[enter personal expectations here]

**MENTOR/ORGANIZATION EXPECTATIONS FOR EXPERIENCE**

Instructions: What will your mentor expect from you during this experience? Be sure to discuss these expectations directly prior to completing this section of the contract.

[enter mentor expectations here]

**ANTICIPATED CHALLENGES**

Instructions: List the challenges you foresee and how will you overcome them?

[enter anticipated challenges here]

**PERSONAL STRENGTHS/AREAS FOR IMPROVEMENT**

Instructions: Engage in a conversation with your mentor about your perceived strengths and areas for improvement. If you have completed assessments such as Strengths Quest and the VIA Character Strengths inventory, leverage that information.

[enter personal attributes here]

**DISCUSS AND ESTABLISH A MEETING CADENCE:**

Instructions: Agree on a regular meeting schedule that works for both mentor and mentee. Consider factors such as work/school hours, personal commitments, and time zones if applicable. Determine how often meetings should occur (e.g., bi-weekly, monthly) to ensure consistent progress. Discuss preferred meeting locations, whether in-person or virtual, and ensure they are convenient and conducive to productive conversations. Identify any upcoming scheduling conflicts, such as holidays, vacations, or busy periods, and plan accordingly to avoid disruptions. Ensure both parties are comfortable with adjusting the cadence if needed as the mentorship progresses.

[enter meeting cadence expectations here]

**III. REQUIREMENTS**

**MUTUAL EXPECTATIONS**

Students and their mentors should understand expectations of both parties. For instance, is it important to be on time? If there is a conflict or someone is running late, is it best to call, text, email? How much time are you committing to this relationship?

Submit completed and signed Expectations Agreements to Jessi Follett([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)).

**MID-POINT MEMO**

Instructions: This is a check-in on your progress toward your goals. Utilizing the standard memorandum format, in no more than 1 page, evaluate your progress toward your goals, indicate challenges you are facing, and discuss methods you will use to continue progress towards your goals. Submit to Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)).

**MENTOR FEEDBACK INTERVIEW**

Instructions: Feedback forms will be emailed to mentors prior to the final meetings. After the evaluation is complete, both mentor and mentee will sign. Forms will be submitted to Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU)) upon completion.

**SIGNATURES (electronic signatures are accepted)**

* By signing, I am committing to all aforementioned requirements of the Boulder-CU Leadership Program.

STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* By signing, I am committing to all aforementioned requirements of the Boulder-CU Leadership Program.

MENTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_