**Mid-Point Memo Instructions and Guidelines**

**Boulder-CU Leadership Program Mentorship**

As part of your mentorship, it is essential to periodically reflect and evaluate how the mentor/mentee connection is impacting your leadership development and skills. For the purpose of this assignment, you will think critically about the progression of your mentor relationship and how to attain the goals you and your mentor set at the beginning of the semester.

**Due Date**: January 31

**Submit to**: Jessi Follett ([Jessica.Follett@Colorado.EDU](mailto:Jessica.Follett@Colorado.EDU))

For the memo itself, please utilize a standard memo format. If you are unfamiliar with the memo format, Google is a good resource for templates. Your memo should not exceed **one page in length**. Use this space to explore:

* Progress towards your goals for the mentorship
* A leadership lesson, idea, or skill that you have gained thus far
* Challenges you are facing in your mentorship, if any
* Methods for continuing your growth and progress

It is important that you explore these ideas honestly and thoroughly. Articulating your thoughts on your mentorship to this point will help to clarify the directions that you and your mentor can take for the remainder of the semester. It will also allow me an opportunity to troubleshoot any challenges you are facing to ensure you are getting the most out of your mentorship. You will get the most from this experience if you can commit your full efforts to completing this reflection thoroughly.

If you have any questions at all, please reach out!