

# Mentee Handbook: Boulder-CU Leadership Program

Welcome to the mentorship program! This handbook provides key guidelines and best practices to help you maximize your experience as a mentee. Your active engagement and proactive approach will contribute to a rewarding mentorship journey.

---

## Key Roles and Responsibilities

### 1. Commitment

- Engage actively and consistently with your mentor.
- Dedicate at least **14 hours** of mentoring throughout the program.
- Be punctual and attend all scheduled sessions with your mentor.

### 2. Goal Setting

- Define clear, achievable goals for your mentorship journey.
- Work with your mentor to develop a plan to achieve these goals.

### 3. Active Participation

- Be proactive in initiating contact and discussions with your mentor.
- Take responsibility for your personal and professional growth.

### 4. Communication

- Maintain open and honest communication with your mentor.
- Be receptive to feedback and willing to discuss challenges.

### 5. Confidentiality

- Respect the confidentiality of discussions with your mentor.
- Share only what you are comfortable with and maintain professional boundaries.

### 6. Reflection

- Regularly reflect on your progress and experiences.
  - Document your learnings and growth throughout the program.
- 

## Effective Communication

- **Scheduling Meetings:** Plan regular check-ins with your mentor and confirm 24 hours in advance to ensure consistency and accountability.
  - **Feedback:** Be open to receiving and giving constructive feedback. Use it as a tool for growth.
  - **Dialogue:** Foster two-way conversations. Actively engage in discussions, ask questions, and express your thoughts openly.
- 

## Suggested Mentee Activities

- **Career Aspirations:** Share your career goals and seek advice on navigating your field of interest.
- **Document Feedback:** Request feedback on resumes, cover letters, and professional documents to ensure they align with industry standards.
- **Mock Interviews:** Practice your interview skills by participating in mock interviews and receiving feedback.

- **Networking Discussions:** Ask for insights on effective networking strategies and potential opportunities in your field.
- 

## Reflection and Evaluation

- **Mid-Point Reflection:** Halfway through the program, complete a reflection memo to evaluate your progress, reassess your goals, and share any challenges.
  - **Final Reflection:** At the end of the program, participate in a final reflection and feedback session to assess your growth and learning throughout the mentorship.
- 

## Cancellations & Rescheduling

- **24-Hour Notice:** If you need to reschedule a meeting with your mentor, it is a common courtesy to provide at least 24 hours' notice. We ask students to give the same courtesy to mentors.
  - **Confirm Appointments:** A best practice is to confirm your appointments 24 hours in advance. This helps reduce no-shows and last-minute cancellations.
  - **Reassignment:** If the mentor-mentee pairing does not feel like a good fit, notify the Program Manager ([Jessica.Follett@Colorado.edu](mailto:Jessica.Follett@Colorado.edu)) as soon as possible to explore other mentor options.
- 

## Resources and Support

- **Center for Leadership:** Utilize the [resources](#) provided by the Center for Leadership to enhance your experience.
  - **Career Services:** Access career support, including resume reviews and job search strategies, through CU Boulder Career Services at [career@colorado.edu](mailto:career@colorado.edu).
  - **Newsletter:** Expect monthly newsletters with tips, resources, and ideas for mentoring sessions.
  - Contact the [Program Manager](#) for further assistance at any time.
- 

## First Meeting Guidelines

- **Student mentees must initiate the first contact and arrange the initial meeting with their mentor.**
  - **Set Mutual Expectations:** Discuss what both you and your mentor hope to gain from the relationship.
  - **Determine Communication Preferences:** Agree on how best to communicate, whether it be through email, text, or phone calls.
  - **Meeting Schedule:** Set meeting times and locations in advance. If you need to cancel, ensure that it's done in a timely manner.
  - **Discuss Long-Term Goals:** Identify what you want to achieve by the end of the program.
  - **Personal Preferences:** Share any pet peeves or topics to avoid, creating a comfortable and productive space for both parties.
- 

## Possible Mentee Questions for Mentor

- What most influenced you to become a leader?

- What are two things you are most proud of in your professional career?
- What is the biggest challenge you've faced as a leader?
- What are the biggest challenges in your industry?
- How do you handle challenging team members?
- Jim Rohn said, "Work more on yourself than you do on your job" – what personal skills did you attain that assisted with your leadership?
- Can you speak about an ethical dilemma you experienced? How did you navigate the issue?
- How do you balance your personal and professional life?

---

### **Embrace This Opportunity**

Thank you for your commitment to the mentorship program. This experience is an incredible opportunity for both personal and professional growth. Embrace the process, stay engaged, and make the most of your time with your mentor!

For any further questions or support, feel free to reach out to the Program Manager, Jessica Follett, at [Jessica.Follett@Colorado.edu](mailto:Jessica.Follett@Colorado.edu) or visit the [Boulder-CU Leadership Program](#) page.