

# Boulder – CU Leadership Program Expectations Agreement

Program:	Timeline:	Deliverables
<b>Matches Sent</b>	Mid-Sept	Matches will come through the Forever Buffs Network. You will receive an email.
<b>Initial Connect Between Matches</b>	End of Sept/Early November	Initial outreach from mentees to mentors Signed agreement (one per student) returned to Chloe through the form <a href="#">HERE</a> .
<b>Midpoint Memo or Meeting Check-In Due</b>	5-7 hours into mentorship (around end of January)	Find the instructions and document <a href="#">HERE</a> and upload document <a href="#">HERE</a> . To schedule a meeting with the Program Manager, click <a href="#">HERE</a> .
<b>Final Meeting &amp; Evaluations</b>	End of April/Early May	Mentors download evaluation form from FBN Mentor provides feedback to mentee and discusses how the year went. The template document can be found <a href="#">HERE</a> . Upload this file <a href="#">HERE</a> .
<b>Feedback Survey Due</b>	April/May	Complete the <a href="#">survey</a> 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?

[\[enter personal expectations here\]](#)

### LEADERSHIP GOALS

- Instructions: Provide at least one leadership-focused goal you hope to achieve through this experience. Examples of leadership goals could be:
  - Navigating Conflict: I will have one difficult conversation I've been avoiding — with a teammate, colleague, or peer — and approach it with curiosity rather than defensiveness.
  - Values Alignment: I will identify my top 3 personal values and at the end of each month, reflect on whether my decisions and actions that month actually reflected them.
  - Community Impact: I will identify one issue I care about and take one concrete step toward civic engagement this semester — whether attending a meeting, joining an organization, or starting a conversation in my community.

[\[enter leadership goals here\]](#)

### MUTUAL EXPECTATIONS FOR EXPERIENCE

Instructions: What will your mentor expect from you during this experience? 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, or email? How much time are you committing to this relationship? How will we structure our meetings?

[\[enter mentor expectations here\]](#)

### 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**

### **EXPECTATIONS AGREEMENT**

Students and their mentors should understand the expectations of both parties, as well as set goals for the mentorship experience. This needs to be completed together at the first meeting. Submit completed and signed Expectations Agreements [HERE](#).

### **MID-POINT MEMO**

Instructions: This is a check-in on your progress toward your goals. Choose to submit a paper or schedule a check-in with the Program Manager. For the paper, 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. Find the instructions and document [HERE](#) and upload document [HERE](#). To schedule a meeting with the Program Manager, click [HERE](#).

### **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. The template document can be found [HERE](#). Upload this file [HERE](#).

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## **IV. SIGNATURES (electronic signatures are accepted)**

Submit completed and signed Expectations Agreements [HERE](#).

- 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: \_\_\_\_\_