

Dear Prospective Mentor:

On behalf of the Center for the Advancement of Leadership (CAL) at UVU, you have been nominated to participate as a mentor for the upcoming 2008-09 academic year.

If you are interested in serving as a mentor this fall, we ask that you complete the following steps:

1. Review the Mentor Program Summary document
2. Fill out the New Mentor Application and Biography
3. Review and sign the Expectations Agreement document

Note: All documents can be found below, filled out, and emailed together.

To participate as a mentor for the 2008/09 academic year, please forward this suite of documentation to us via email at: [carlee.johnson@uvu.edu](mailto:carlee.johnson@uvu.edu) by August 15<sup>th</sup> in preparation for our mentor orientation.

Please note that not all applications are accepted each fall. Some of these applications are held in file based upon the number of mentors needed during any given academic year. In some cases, new mentors are called up mid-year if needed to help accommodate new students entering the program. Please note also that being chosen or waitlisted during any given semester is based upon the Mentor Committee's matching of student and mentor backgrounds.

As the director of the CAL, I want to thank you for your consideration and potential interest in working with our students. Your experience and support makes a big difference in their lives and we know your life will be enriched for being part of this joint learning experience.

Please feel free to call me with any of your questions or thoughts.

Sincerely,



Dr Bruce H. Jackson

# Mentor Program Summary

## Introduction

The purpose of Leadership Certificate Mentor Program is to provide CAL students with the opportunity to meet and collaborate with local business, academic, civic, and other leaders interested in advancing student professional and personal success.

Students participating in the CAL Leadership Certificate program (either the Presidential Leadership Program or the Leadership Certification Program) will work in teams of up to five individuals throughout an academic year. Each team will be assigned a mentor and given the opportunity to meet at least twice a semester or four times during each academic year (some mentors prefer to meet more frequently. However this is up to each mentor and his or her schedule). In addition to formal meetings, individuals within each group will have personal access to his/her mentor to discuss professional or personal development issues.

Since the primary focus of this mentor program is to assist students in their professional and personal development (for discipline specific mentors this will take place within the context of your specific discipline) it will be up to each cohort group to decide the goals and parameters of the mentor/mentee relationship.

## Meeting Guidelines

Each student team is responsible for the agenda of each meeting. This agenda should be organized in advance and forwarded to your mentor for review prior to each meeting. To assist in this process the CAL has provided a Mentor Topic Templates book that will offer more than 20 topics that can be used to focus a mentoring session. Mentor Topic Templates include such topics as:

- Identifying and working with one's strengths & weaknesses
- Issues related to the mentors success and failure in his/her profession
- Strategies for dealing with conflict
- An understanding of key knowledge, skills, or abilities that the mentor sees as important for career advancement
- Discovering resources or practices the mentor uses for his/her professional or personal development
- And many other practical tools for developing leadership potential

In addition, this book will offer several suggestions for activities that can take the place of topical discussions. A copy will be given to both the mentors and the mentees at the August orientation sessions. Note: Each template and/or activity sheet will also be available through the CAL web-site. See [www.uvsc.edu/leadership](http://www.uvsc.edu/leadership).

## **Assembly of Teams**

Mentor Teams are organized every August. To assemble these teams, the CAL will assign 2-5 students per team, and then assign a mentor to that team. Note: most teams are assembled with fewer than 5 members such that new students entering the program each semester can be added to teams with openings. The Resident Leaders act as Student mentors for the PLP students and the CAL students are given a Team Leader.

In addition, both CAL and PLP students will have either a Student Team Leader (CAL students throughout UVU) or a Resident Team Leader (PLP students have a Resident Assistant that serve as their student mentor) which will be assigned to these teams. Team Leaders are assigned as an additional resource for CAL students participating in the Leadership Certification Program (LCP).

## **Annual Meetings**

There are three meetings associated with the CAL mentoring program (for both PLP and CAL students). These include:

### 1. Orientation Meeting (August)

-- The purpose of this 2-hour meeting is to set the stage for the coming year. This is a time to meet your student team, set expectations, review calendars and pre-set all mentor meetings.

### 2. Mid-Year Review (January)

-- The purpose of this brief meeting is to review the status of meetings to date and to gather feedback on progress with each group.

### 3. End of Year Social Event (April)

-- The purpose of this social event is to celebrate your student's success and enjoy an evening together

## **Expectations of Mentors**

See Mentor Expectations Agreement (attached).

We thank you for your consideration in serving as a mentor. We believe that your time and efforts will not only provide a significant opportunity for your students, but also for your own personal and professional growth.

If you are able and willing to participate as a mentor please fill out the Mentor Application/Bio Form and the Mentor Expectations Agreement and forward these documents to Carlee Johnson at: [carlee.johnson@uvu.edu](mailto:carlee.johnson@uvu.edu).

For more information about the CAL Mentor Program please contact our office at 801-863-6466.

## Mentor Expectations Agreement

Please review the following expectations and e-mail this document to Carlee Johnson at [johnsonca@uvu.edu](mailto:johnsonca@uvu.edu)

I hereby accept the opportunity to serve as a CAL mentor for the academic year 08/09. With this opportunity I will:

- Commit to a minimum of one academic year with the option to renew as a mentor the following year.
- Attend the three meetings (September, November & April) for the purpose of orientation, review and celebration with my student team.
- Meet with my student team monthly.
- Assimilate and welcome new students that may enter my team throughout the academic year.
- Be available to each member individually as time permits.
- Keep my students accountable for their meetings and commitments
- Be aware of my student's needs and attempt to serve them.
- Share with my students my background and experiences necessary to assist them in their personal and professional development. This will be assisted through my use of the Mentor Topic and Activity Templates.
- Provide feedback to the CAL regarding the value and efficacy of our meetings to assist in ongoing program improvement.
- Assist CAL in recruiting new mentors for the program.

X:

Date:

## Mentor Application - Biography

Please attach Picture as a separate document.

Picture

Name:

Address:

Phone Number:

E-mail:

1. Please briefly summarize your career history (feel free to attach a current resume if convenient):

2. Education:

3. What are some of your interests?

4. What is your greatest gift or talent?

5. List one unique thing about you?

6. Who is your favorite leader and why?

7. Describe the most inspirational moment in your life?

8. Define your core strengths as a leader?

9: What type of students do you like to work with most?

10. Why did you wish to become a mentor?

11. What do you expect from students as a mentor?

12. What do you feel a mentor is and what roles do you feel students and mentors should take on?

13. What else should your students know about you?

Thank you for your application



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*the* ADVANCEMENT  
*of* LEADERSHIP