

MENTORING PROGRAM **TEMPLATE**

TITLE OF PROGRAM

Created By:

Last Updated:

OVERVIEW

Summary of your plans for the program and rationale. Make sure to include:

- Explanation of need for mentoring (environmental scan/needs assessment)
- Explanation of why mentoring is appropriate in these circumstances
- Goals/objectives/learning outcomes
- Structure of program and rationale
- Duration of program

ROLES & RESPONSIBILITIES

A list of all of the different roles involved and the corresponding responsibilities. At minimum this should include “Mentor”, “Mentee”, and “Coordinator”.

This section will be useful in the future if you want to add the position(s) to the CCR.

ACCESS & INCLUSION

A description of the strategies that you are going to employ to:

- Create pathways of access for underserved populations
- Create a welcoming and inclusive environment

ELIGIBILITY

A description of the requirements to be considered for the role of Mentee/Mentor. Include the selection process and matching process that will be employed as well as a rationale for both.

RECRUITMENT & MARKETING

List of tactics for recruitment and marketing aimed toward Mentors and Mentees.

Consider:

- Information sessions/tabling
- Social media
- Listservs
- Digital Signs
- Mentorship Database
- Faculty and staff identifying potential participants

MENTEE ORIENTATION

A brief description of Mentee Orientation and the learning outcomes of the orientation.

MENTOR TRAINING

A brief description of Mentor Training and the learning outcomes of the training.

SUPPORTING DOCUMENTS

A list of the documents to be created to assist in the coordination of your program.

Consider:

- Resources on goal setting
- Checklists or topics to discuss at certain meetings
- Weekly/Monthly logs
- Handbooks

ASSESSMENT

Overview of your assessment plan. This should answer the question: “At the end of the program how would you know that you have been successful?” Make sure these comments mirror your “Goals/objectives/learning outcomes”. List the tool(s) that will be used to measure your impact.

TIMELINE & IMPLEMENTATION

A timeline of important dates, milestones and “to do”s and any notes or reminders around the implementation of the program.

E.g.

MONTH	TASKS
August	<ul style="list-style-type: none">• Update website• Update application forms
September	<ul style="list-style-type: none">• Start Mentor/Mentee Recruitment• Launch September 30

REFERENCES

A list of the references cited – especially for rationale and criteria sections.