

Penn State Civil Engineering Society
Alumni-Student Mentoring Program
Goals and Action Plans

Please be sure student and mentor have copies of all information below and of the goals and action plan.

Student : Name: _____

Email: _____

Phone: (_____) _____ - _____

Mentor : Name: _____

Email: _____

Phone: (_____) _____ - _____

- For at least the early part of the mentoring relationship, a regular contact schedule will be helpful. Please establish your next contact date, time, and method.
- If you cannot agree on a regular contact schedule now, then set a date to reach an agreement.

Our next contact will be by phone/email (choose one) on Date: _____ Time: _____

Our Regular contact schedule will be: _____

Action Planning

Please list two or three goals for your mentoring relationship. Include action steps to reach your goals and who will own the steps and time frame for each goal to be completed.

For Example:

Goal:	Action Step:	By:	Date:
Update Resume	Email first draft to mentor	Student	11/1/13
	Review/Provide feedback	Mentor	11/15/13
	Phone Conference to finalize	Student/Mentor	11/30/13

Use the template provided to build your personal action plan.

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Goal:	Action Step:	By:	Date: