Checklist for Students: The following is a list of ideas and advice for making the most of your conversations with your mentor.

What do I need from a mentor?

- Advice about careers in my field
- Help with resumes, cover letters and interviewing
- Guidance about what I can do now to prepare me for work
- Networking and connecting me to other professionals
- Internship advice and guidance
- Graduate school advice
- Other: ________________________________

What should our first conversation be like?

- Get to know one another; establish rapport
- Ask your mentor to share “their story”
- Let your mentor know what you hope to learn from them
- Share your goals and discuss how they can help you achieve them
- Ask your mentor what goals they have for the relationship
- Discuss expectations (i.e., will return phone calls or respond to emails within a certain time frame; be available when you say you will be, etc.)
- Establish the frequency of meetings and how you will connect (see Agreement)

How do I make the most of the relationship?

- It is up to you to initiate regular contact with your mentor
- Plan to connect with your mentor monthly
- Schedule meetings ahead of time
- Prepare an agenda to help stay on track
- Journal regularly after each meeting so you know where to start the next time
- Reflect on the conversation and act on advice or suggestions your mentor made

How do I ensure the relationship ends in a good way?

- Be open and honest with your mentor
- Thank them for the time they’ve devoted to the relationship
- Ask to be able to contact them in the future and to stay in touch
- Update your mentor periodically on your progress
- Ask for help from the program director if you are unsure or need a sounding board