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: ________________________________

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**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 goals to be completed.

**For Example:**

<table>
<thead>
<tr>
<th>Goal:</th>
<th>Action Step:</th>
<th>By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Resume</td>
<td>Email first draft to mentor</td>
<td>Student</td>
<td>11/1/13</td>
</tr>
<tr>
<td>Review/Provide feedback</td>
<td>Mentoring</td>
<td>Mentor</td>
<td>11/15/13</td>
</tr>
<tr>
<td>Phone Conference to finalize</td>
<td>Mentoring</td>
<td>Student/Mentor</td>
<td>11/30/13</td>
</tr>
</tbody>
</table>

Use the template provided to build your personal action plan.
<table>
<thead>
<tr>
<th>Goal:</th>
<th>Action Step:</th>
<th>By:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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