

Tips for First Phone Call Spears School Mentoring Program

	Mentor's Responsibility	Protégé's Responsibility
Come prepared	Read your protégé's profile on Chronus to learn about their field of study, interests, etc.	Read your mentor's profile on Chronus to learn about them.
Review Guide to Timely and Efficient Goal Setting	Read document and come up with a few ideas to discuss with your protégé on your first call if they need assistance coming up with goals.	Read document and come up with a few goals to discuss with your mentor on your first call. After discussing which goals your mentor can best assist with, you'll be able to set your goals for the semester.
Review Mentoring Partnership Agreement	Read the document and come up with a few of your top expectations of your protégé to discuss and confirm during your first phone call.	Read the document and come up with a few of your top expectations of your mentor to discuss and confirm during your first phone call.
Discuss and seek agreement on:	<ol style="list-style-type: none"> 1. Top 3 expectations of your protégé 2. Your schedule and how much time willing to put into the relationship 3. Meeting times - look at your calendar and set, at a minimum, your next phone call. If possible schedule out next several phone calls and in-person meeting (if possible) 4. Determine goals for the semester and timeline for accomplishing them 5. Confirm best contact information to use: email and phone number 6. Agree to be candid. If the relationship isn't working, try to resolve, but if not possible, agree to contact Brandy Polo to seek a new protégé assignment 	<ol style="list-style-type: none"> 1. Top 3 expectations of your mentor 2. Your schedule and how much time willing to put into the relationship 3. Meeting times - look at your calendar and set, at a minimum, your next phone call. If possible schedule out next several phone calls and in-person meeting (if possible) 4. Determine goals for the semester and timeline for accomplishing them 5. Confirm best contact information to use: email and phone number 6. Agree to be candid. If the relationship isn't working, try to resolve, but if not possible, agree to contact Brandy Polo to seek a new mentor assignment