



## MPA MENTOR PROGRAM 2017

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### Mentor Program Packet

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# MPA Mentor Program Contract

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Please read these expectations carefully. Your signature indicates your pledge to fulfill the terms of this agreement. If you have questions or concerns about meeting these requirements, please contact the Chair of the Mentor Program Committee. Thank you for your cooperation.

AS A MENTOR, I WILL:

- Meet monthly with the student through the end of the semester.
- Work with the student to develop his/her goals and action plans.
- Provide professional advice and be a professional example.
- Complete the program evaluation at the end of the semester.
- Maintain open communication with the Chair of the MPA Mentor Program Committee regarding any concerns that arise over the course of the mentorship or difficulties in meeting the requirements.

I have read and understand the above expectations. I will work with the MPA Alumni Association as needed to ensure a successful mentorship experience for my mentee.

\_\_\_\_\_  
Mentor signature

\_\_\_\_\_  
Mentor printed name

\_\_\_\_\_  
Date

AS A STUDENT, I WILL:

- Positively represent UAB and the MPA Program through professional behavior, communication, and participation in all meetings.
- Schedule meetings with my mentor and draft the agenda for these meetings. I understand that it is my responsibility to ensure these meetings take place.
- Set short-term goals and develop my action plan for achieving them.
- Submit the Task Report within a week of each meeting.
- Complete the program evaluation at the end of the semester.
- Immediately notify the Chair of the MPA Mentor Program Committee regarding any concerns that arise over the course of the mentorship or difficulties in meeting the requirements.

I have read and understand the above expectations. I will work with the MPA Alumni Association as needed to ensure a successful mentorship experience for my mentor.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

# Mentor Task Checklist

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## Mentor Level 1

### Six Mentor Program Tasks

1. Monthly career goals counseling.
2. Monthly professional development advising.
3. Monthly short reading & discussion to coalesce with goals.
4. Tour of mentor's organization & role within it.
5. Tutor student in career technology.
6. Connect student with local career leader.

After each task or meeting, the student should fill out the *Task Report* and email it to the mentor for feedback and approval. The mentor will then email the report to the Chair of the Mentor Program Committee for evaluation. The committee will vote to approve of the task for credit toward mentorship certification. If the committee votes against approving the task, they will provide feedback and request a second attempt.

- 1. Career Goals Counseling** – This first task allows the mentor and student to get to know each other by exploring the student's career interests and goals. Before each meeting, the student should propose an agenda (i.e., an arrangement of topics you want to discuss). The agenda should then be emailed to the mentor for feedback and approval.

These meetings are for your personal growth, so design the agenda to meet your own needs. We recommend that your first meeting touch on long-term career aspirations and then focus on short-term goals for the semester. The following outline is a recommendation and starter-template.

- a. Short-term goals: What do you want to accomplish this semester?
  - i. Action plan for achieving short-term goals: What are your next steps?
- b. Long-term goals: What do you want to accomplish after your MPA? What organizations and career positions will enable you to achieve your long-term goals?
  - i. List the organizations you would want to work for now or in the future.
  - ii. List the career positions you want to work in now or in the future.
  - iii. List the local leaders working in the organizations and positions that align with your long-term goals.

- 2. Professional Development Advising** – This task should help students sharpen their self-presentation. Again, the student should prepare an agenda for feedback and approval from the mentor before the meeting. This task can be completed in conjunction with the career goals counseling meeting. Topics you may cover include:

- a. Professional clothing and hygiene
- b. Digital profile and privacy settings
- c. Workplace and phone etiquette
- d. Portfolio development and documentation techniques
- e. Resume building
- f. Interview skills
- g. Salary and benefits negotiation
- h. Networking tips

3. **Readings & Discussion** – This task gives students additional career and industry resources to expand their knowledge of the field and its trends. The student should either propose the reading material or seek advice from the mentor. Once both have agreed to an item, they should read and discuss it.
4. **Organization Tour** – During the tour, the mentor explains his/her organization and describes his/her job and day-to-day activities. At the beginning of each semester, the participating mentors may set a date for a group tour of one organization to satisfy this requirement for everyone. This task can be done individually and/or as a group with fellow mentors going through the program.
5. **Career Technology Tutoring** – This task should expand the student's understanding of a technology used within mentor's organization. Technology, broadly defined, is any process that enables an organization to get tasks done. Therefore, tutoring may involve software or other creative processes. We trust the mentor's discretion on this task.

There are two general ways to approach this task. The mentor may offer to tutor the student in their own expertise, or the student may request help with technology related to an assignment.

6. **Professional Connection** – This task should expand the student's understanding of a technology used within the mentor's organization. Technology is any process that enables an organization to do tasks. Therefore, tutoring may involve software or other creative processes. We trust the mentor's discretion and encourage them to share their talents in whatever way they deem most beneficial to their mentee.

In this case, the Task Report will record the plan in place of the agenda. The description should explain the implementation of the plan and its results. Repeat the exercise if you are unable to get a response and establish a connection.

# Task Report Template

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## Instructions

First, decide which tasks this meeting will cover. Career goals, professional development, and readings are often included in one meeting agenda.

Second, write an agenda to prepare for your mentor meeting in the space below. Then send the agenda to your mentor. Your mentor may suggest additions or revisions. Finally, the mentor approves the agenda. Use this agenda to guide your discussion.

Third, write a brief description of your meeting. What did you learn? What did you decide?

Finally, email this report to your mentor for approval using this standard email subject line: Task Report\_Date\_Name. For example: Task Report\_8.23.17\_Jane Smith. Once the report is approved by your mentor and the Mentor Program Committee, it will be documented toward the completion of your mentor program certificate.

Student: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Report Date: \_\_\_\_\_

## Sample Tasks Report

Tasks:

Career Goals, Professional Development, Readings

Agenda:

1. Career Goals: How to become a City Manager?
2. Professional Development: How to build my professional reputation?
3. Readings: UAB Career Services Career Guide.

**Meeting Report (200-800 words):**

## Online Resources

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- [UAB Career Services Career Guide](#)
- [Checklist: 12 of the Best Job Interview Questions to Ask Local Government Candidates](#)
- [Career Search Resources from The Prepara](#)
- [Career Advice from The Muse](#)
- [Online Learning Tools for Technology](#)
- [Career Technology Learning Tools](#)
- [Career Development Videos from the University of Illinois at Urbana - Champaign](#)
- [Robert's Rules of Order](#)
- [Sample Employment Documents from Purdue Online Writing Lab \(OWL\)](#)
- [Writing the Basic Business Letter](#)
- [Grant Writing Guidelines](#)
- [Rhetorical Writing and User-Centered Design](#)
- [Tone in Business Writing](#)
- [Business Letters: Accentuating the Positives](#)
- [Beginning your Donation Request Letter](#)

# Program Evaluation Exit Survey

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## Mentee Evaluation

*To be completed at the end of the semester.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

1. Did the mentor program help you with your career goals? Please explain.
2. Did the mentor program meet your expectations? What did you learn?
3. How have you developed as a result of this experience? For example, what new skills, self-discoveries, and career direction have you found as a result of this mentor program?
4. Did you take responsibility for your mentorship experience by preparing agendas thoughtfully ahead of time and writing reports to reflect on your experience in a timely way afterward?
5. Did you receive adequate resources and guidance during your mentor program experience?
6. What additional resources or orientation should we include to best prepare students for this program?
7. How did your mentor make your experience a positive one?
8. What do you feel could be done differently to strengthen the mentor program?
9. What was the most beneficial aspect of your mentor experience?
10. Would you recommend your mentor to continue in the program? Why or why not?
11. Would you recommend that other students participate in the Mentor Program?

Additional Comments:

# Program Evaluation Exit Survey

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## Mentor Evaluation

*To be completed at the end of the semester.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Report Date: \_\_\_\_\_

1. Did the mentor program meet your expectations? What did you learn?
2. What is your overall evaluation of your mentee's participation in this program?
3. Did you receive adequate resources and guidance during your mentor program experience?
4. What was the most positive aspect of your mentor experience?
5. What do you feel could be done differently to strengthen the program?
6. Would you participate again in this program as a mentor? Why or why not?
7. What additional resources or orientation should we include to best prepare mentors for this program?
8. Would you recommend that other MPA Alumni participate in this program as mentors?

Additional Comments:

## MPA Mentor Program Contacts

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