



2017/18 Mentorship Program

Program Schedule of Events

Day	Date	Event/Deadline Details	Student Mentees	Alumni Mentors
Tues	Aug 15, 2017	Applications open for 2017/18 program.	X	X
Fri	Sept 22, 2017	Deadline for student applications.	X	
Fri	Sept 22, 2017	Deadline for mentor applications.		X
Wed	Oct 4, 2017	Successful student applicants notified.	X	
Thu	Oct 12, 2017 1:00pm – 2:30pm	Mentee Orientation Session: this mandatory session will review program requirements, connect with fellow students and prepare you to meet your mentor.	X	
Thu	Oct 12, 2017	Mentor program pairings announced.	X	X
Tues/ Wed	Oct 17 & 18 11:00am – 5:00pm	Optional: Attend UBC Career Fair.	X	
Tues	Oct 24, 2017 6:00pm – 6:30pm	Mentor Orientation Session: prior to the Kick-Off Event, mentors are invited to the venue earlier to discuss mentorship, coaching, expectations, etc.		X
Tues	Oct 24, 2017 6:30pm – 8:30pm	Kick-Off Event: you will meet your mentor/mentee and have the opportunity to network with other mentors and participants. Student attendance is mandatory.	X	X
/	Nov 2017	First meeting with your mentor/mentee.	X	X
Fri	Nov 17, 2017	Assignment #1 (<i>Setting Objectives</i>) due to Mentorship Program Coordinator	X	
/	Dec 1, 2017 – Jan 17, 2018	Mid-year Mentor Check-in meetings (by phone) with Mentorship Program Coordinator		X
/	Dec 2017/ Jan 2018	Second meeting with mentor/mentee.	X	X
Thu	Jan 18, 2018	Professional Development/Alumni Night: an opportunity for mentors to meet up along with other program participants.		X
/	Jan 5 – Jan 31, 2018	(1) Mid-year Mentee Check-in meetings (in person and/or Skype/Google) with Program Coordinator (2) Assignment #2 (<i>Mid-year Check-in Worksheet</i>) due at meeting time.	X	
	TBD	Optional: Attend KUS Career Fair.	X	



Program Schedule of Events - Continued:

Fri	Feb 16, 2018	Assignment #3 (<i>Informational Interview</i>) due to Mentorship Program Coordinator.	x	
/	Feb 2018	Third meeting with your mentor/mentee.	X	X
Fri	March 16, 2018	Assignment #4 (<i>Resume Building</i>) due to Mentorship Program Coordinator.	X	
/	March TBD	Wrap-up Event: a social event for mentors and mentees to wrap-up the program.	X	X
/	April, 2018	Program Evaluation: Mentors and students complete an online survey to provide feedback on the Mentorship Program.	X	X