

Alumni Mentorship Program Mentorship Agreement Form

The Illinois Institute of Technology Alumni Mentorship Program connects current students with alumni who can offer guidance, insight, and support through their academic, professional, and personal development. We require a **minimum of six (6) check-ins** throughout the program cycle. Meetings may occur **every 2-4 weeks**, and the format (i.e., virtual, phone, in-person) can be decided collaboratively. We encourage you to utilize this agreement to **determine expectations, goals, and communication preferences**. Please ensure that you **keep a copy of this document for your reference** throughout the mentorship program.

Mentor:	Mentee:
Email:	Email:
Phone:	Phone:

As mentor and mentee, we both agree to uphold the purpose and expectations of the Illinois Institute of Technology Alumni Mentorship Program. We will strive to work collaboratively toward the goals outlined below.

X _____
Alumni Mentor Signature

X _____
Student Mentee Signature

Frequency of Communication	Format of Communication	Duration of Each Meeting

In the space below, please identify 2-4 goals aligned with SMART goal guidelines (see the attached handout for guidance):

SMART Goal #1	
SMART Goal #2	
SMART Goal #3	

How to Develop SMART Goals

When setting goals, use the **SMART** framework—**Specific, Measurable, Attainable, Realistic, and Timely**. Broad or vague goals (e.g., *“Get ready for the workforce”*) are difficult to track or measure. Instead, break larger goals into focused objectives, such as:

- “Strengthen interview skills.”
- “Refine my resume and cover letter.”
- “Explore internship opportunities in my field.”

Sample SMART Goal Ideas

- Practice and improve interviewing skills
- Learn about career paths and roles within your industry
- Build networking confidence and strategy
- Strengthen resume and/or cover letter
- Explore major or graduate program decisions
- Gain insight into internship and job search strategies
- Develop skills to evaluate job offers and negotiate professionally

Suggested Activities and Discussion Topics

Suggested Activities

- Resume or cover letter review
- Informational interview
- Mock interview
- Job shadow opportunity (if feasible)
- Mock salary negotiation or workplace communication role-play
- Networking introduction or LinkedIn profile/strategy review

Suggested Discussion Topics

- Career exploration and professional pathways
- Workplace culture, values, and alignment
- Time management and productivity strategies
- Graduate school considerations
- How to stand out in applications and interviews
- Professional communication with supervisors and colleagues
- Navigating setbacks, skill gaps, or areas of growth
- How to follow up, negotiate, or decline offers professionally