Professional Program Alumni Mentor Agreement

Expectations/Responsibilities/Requirements:
Alumni Mentors are expected to provide support, direction and guidance to Student Mentees as well as demonstrate maturity of judgment, objectivity, integrity, and a willingness to follow the objectives of the program. The University of Alabama is an institution which values diversity of thought and background, and strives to be welcoming and inclusive of everyone with consideration and respect for others, including but not limited to race, ethnicity, gender, sexual orientation, ability and religion. Alumni Mentors are representatives of The University of Alabama and College of Engineering and must continually exhibit respect, dignity, and courtesy; sharing the very best of UA with their Student Mentees. It is imperative that Alumni Mentors maintain professional and appropriate relationships with Student Mentees, at all times.

Student Mentees are expected to establish initial contact their Alumni Mentors shortly after the mentor group contact information is distributed. If you are not contacted in a reasonable time (two weeks), please initiate contact or contact one of the program advisors.

-Alumni Mentors are required to:
• Review program information and/or view the online video orientation prior to the launch of the pilot program.
• Interact and communicate with your Student Mentee(s) according to the Mentor UPP Professional Program Schedule.
• Alumni Mentors will work with Student Mentee(s) to understand and set expectations at first interaction.
• Assist your Student Mentees with setting two SMART Goals at your first or second meeting or interaction. Your interactions with your mentees should be one-on-one.
• Alumni Mentors will have a minimum of one interaction with mentees by Skype, Google+ Hangout, telephone, or face-to-face as well as communicate no less than every other week by telephone, text or email according to the Mentor UPP schedule provided online.
• Alumni Mentors are to submit monthly Check In reports, updates or other information as requested by the Mentor UPP Advisory Board for each Student Mentee for accountability. Feedback is critical to the future of Mentor UPP. Additionally, please participate in the Mentor UPP Surveys (optional, but encouraged) as they are tied to the Mentor UPP research measuring, student retention, confidence and involvement.

One of the most important goals of Mentor UPP is to build and nurture a strong and healthy relationship with your Student Mentees! As with everything in life, the benefits you will expect to get from Mentor UPP will be equal to the effort you put into the program. The greatest thing you can give your Student Mentees is your time!

I understand that Mentor UPP is a semester long commitment and I agree to meet and abide by the terms and expectations of this agreement and understand that failure to do so may result in release from this volunteer opportunity.