



PHI BETA KAPPA

ALPHA ASSOCIATION OF COLORADO

Mentorship Program Application

and Handbook

Program Manager:
mentorship@pbkcolorado.org

2020

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Overview

Welcome to the Alpha Association of Colorado's PBK Mentorship Program. The goals of the program are to

- expand your connections within the Colorado PBK community
- provide or receive professional and academic advice.

We are excited you've joined us for this unique opportunity to connect with another Association member for mentoring and networking. The network focuses on connecting members one-on-one to not only share professional advice, but also to foster the intellectual curiosity that brings the Phi Beta Kappa community together at its core.

All interested Colorado Alpha Association members can apply for the program at www.pbkcolorado.org/mentorship, where you can download the application, fill it out, and submit it online. Please note that only dues-paying members (or new graduates with waived fees) are eligible to participate in the program. If you are not a current member, visit the Alpha Association of Colorado website for a membership application (<https://www.pbkcolorado.org>).

The mentorship program is not a job search program, and mentees should not expect their mentor to provide them with job opportunities. Our hope is that you will gain valuable insight on how another Phi Beta Kappa member has built a career from liberal arts beginnings, and that you provide or receive (or both) feedback and support for professional, academic, intellectual, and personal endeavors.

Key Elements of the Mentorship Program

Review and Confirm Your Match

Once you submit your application, we will do our best to match you with a mentor. We will send you information about your proposed match for you to review and let us know if the match seems reasonable. Once the match is confirmed by both parties, you will be provided an e-mail introduction to set up your initial meeting.

Your Initial Meeting

The initial meeting is a key to establishing a successful mentoring relationship. Consider the following questions before your first meeting:

- What do you want to gain from the relationship?
- What are your goals?
- How frequently do you want to meet?
- How will meetings be conducted (in-person, phone, skype)?

Contact your mentor to set up a meeting time and location that is convenient for both of you. The purpose of the initial meeting is to establish a rapport that will strengthen the relationship (e.g., commonalities, each other's interests, hobbies, professional background, education, and areas of expertise).

At the initial meeting both you (the mentee) and the mentor should decide if the match is suitable or not and whether you wish to move forward. If either of you know this at the initial meeting, tell the other party at this time. If you do not feel comfortable discussing ending the relationship with your match, please email mentorship@pbkcolorado.org for assistance.

The Mentorship Agreement

The Mentorship Agreement will provide the foundation for how both parties will work together during the program. The goals and expectations for both parties should be written in the Mentorship Agreement, which you should jointly fill out and sign. Once you complete your agreement, submit the final copy (a photo copy is fine) to mentorship@pbkcolorado.org. The agreement specifies goals, number of meetings, communication methods, and confidentiality agreements.

Moving Forward

In working with your mentor, be sure to set specific dates, times, and locations for future contacts. Once a time is set, meet at the agreed time and place and be punctual. The mentorship program will be flexible between the two of you, but the point of the program is to work toward your personal and professional goals and to think about steps to reach them. Ask for feedback from your mentor and take the advice received. Be open and forthright with your mentor if something is not working.

You are welcome to contact mentorship@pbkcolorado.org and/or the Alpha Association leadership (board@pbkcolorado.org) at any time regarding the program. Your feedback on how the PBK Mentorship Program is working for you is crucial for us to meet your needs and improve the program for future participants.

Have fun, and don't forget to celebrate your successes!

Selected Bibliography

American College of Healthcare Executives (ACHE)

2019 Leadership Mentoring Network. <https://www.ache.org/career-resource-center/advance-your-career/leadership-mentoring-network>

Society for Human Resource Management (SHRM)

2019 Viewpoint: How to Formalize Mentoring: "If done the right way, mentoring programs can have long-lasting, positive effects on participants," by Jenn Labin, August 22, 2017. <https://www.shrm.org/resourcesandtools/hr-topics/organizational-and-employee-development/pages/how-to-formalize-mentoring.aspx>



PHI BETA KAPPA ALPHA ASSOCIATION OF COLORADO

MENTORSHIP APPLICATION

Personal Information			
Last Name		First Name	
E-Mail Address		Gender	
Undergraduate University		Degree (e.g. B.A., B.S.)	
Graduation Year		Major(s) / Minor(s)	
Post-Graduate Degrees		Post-Graduate Institutions	
Year Received Higher Education Degree			
Work Experience			
Current Employment Status		Current Job Title	
Company/Organization		Industry	
Years of Overall Work Experience			
Career / Mentorship Goals			
What are your career goals?			
Why are you interested in participating in the Colorado Mentorship Program — rate from 1 (not particularly important) to 5 (very important)			
	I want to meet someone with a similar career path as me who can provide career guidance and advice on advancing a career in this field.		
	I want to meet someone who can serve as a resource to introduce me to others in my career field who can help me on my professional path.		
	Regardless of career path, I want to meet a like-minded individual with whom I can discuss my humanities/liberal arts academic background/interests and how best to utilize in a career.		
	I want to feel more connected and involved in the Colorado PBK community.		
	I want to meet someone in a different career path than my own who can provide guidance on how to enter that field. (If important, please specify the field in which you are interested below in the expanded answers box.)		
	I want to expand my peer or professional network.		
	I am considering applying for a post-graduate degree (law, international relations, business, IT, etc.) and prefer a mentor who has gone through this process and has a related career. (If important, please specify below in the expanded answers box.)		
Other reasons not listed above or expanded answers.			

What would an ideal mentorship relationship look like?	
How often would you expect to communicate with your mentor?	
How would you prefer to communicate with your mentor?	
How did you hear about the Colorado PBK Mentorship Program?	
Do you have any additional information you would like to share, or questions?	
By submitting this application, you understand and acknowledge that your answers will be reviewed by the PBK Colorado Mentorship Program Team and may be shared with a Colorado PBK member identified as potential match for consideration.	

Date: _____

If you are not submitting your application directly online, save this file with your surname and email to mentorship@pbkcolorado.org or print and mail to the following address:

Mentorship
 Phi Beta Kappa • Alpha Association of Colorado
 PO Box 9476
 Denver, CO 80209



PHI BETA KAPPA • ALPHA ASSOCIATION OF COLORADO

MENTORSHIP AGREEMENT¹

The purpose of this Mentorship Agreement is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentorship.²

We agree on the following goals as the framework for our mentorship:

(Examples: explore new career opportunities/ alternatives; learn about and utilize new skills for professional development; build personal leadership skills)

We agree our meetings will be held with adequate frequency and duration to support the development of our relationship and the achievement of our goals. We plan to:

(Please note how often you agree to meet, for how long, and who initiates setting up meetings.)

We agree to communicate in ways that are convenient for both parties. We plan to:

(Please note the ways you will communicate and hold meetings: in person, phone, video call, etc.)

¹ Adapted from: [Mentoring Partnership Agreement](#) and [Mentorship Agreement Template](#)

² This is a non-binding and non-legally enforceable agreement.

We agree to maintain confidentiality in the relationship. We agree that confidentiality includes:

We agree that the duration of the mentorship will begin on the date on this document and last for six months. We agree that at the end of the mentorship, we will review this agreement and evaluate our progress.

We agree that in the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without questions or blame.

Mentee Signature

Mentor Signature

Date

Save this file with your surname and email to <mentorship@pbkcolorado.org> or print and mail to the following address:

Mentor Program
Phi Beta Kappa • Alpha Association of Colorado
PO Box 9476
Denver, CO 80209