



BAC MENTEE Toolkit

SEMESTER TOUCHPOINTS

TIMING	GOAL	DISCUSSION GUIDE
Weeks 2-4	<p>Once your mentor contacts you:</p> <p>Update your mentor on your progress and or become acquainted with them if you recently joined.</p> <p>Discuss any immediate needs or goals and the future of your mentoring relationship.</p>	<ul style="list-style-type: none"> Introduce yourself and allow your mentor to do the same. Express any immediate issues you may have. Share how you are progressing in class. Determine if you need the Writing Center and/or tutoring. Let your mentor know if you have not done your academic plan yet so they can connect you with counseling faculty to develop your plan through graduation. Provide your contact information, and make sure you get multiple contact methods for your mentor. Become involved with BAC core programs: Minority Women’s Leadership Initiative, Minority Male Leadership Academy, Black Scholars Academy and CHOICES. Descriptions are available on our Mentee Programs webpage.
Weeks 5-9	<p>Relationship-building with your mentor</p>	<p>Over the next few weeks, connect on a personal level by sharing your:</p> <ul style="list-style-type: none"> Personal goals Successful life experiences Career aspirations Family makeup Support systems Educational goals Personal interests Midterm check-ins <p>Every October and March, registration for the next term opens, and we want to ensure you are prepared. We encourage you to meet with a counselor to review your academic plan if needed before registration.</p>
Weeks 10-15	<p>Continue building relationships and plan for the next semester. Make sure you are registered and connected with the Transfer Services, Career Center and Counseling Center as appropriate.</p>	<p>Continued discussions on your:</p> <ul style="list-style-type: none"> Personal goals Successful life experiences Career aspirations Family makeup Support systems Educational goals for next semester and graduation <p>Make sure you discuss how your mentor-mentee relationship will flow over the next few semesters.</p>

Sample email to your mentor:

Dear (Mentor Name),

Thank you for contacting me and serving as my Black American Council (BAC) mentor. I look forward to working with you as you provide a helping hand toward my progress to graduation. If possible, can we establish a time to meet in person, virtually or by phone? If so, I am free on (provide a few dates and times within the week).

Feel free to email me back or call/text me at XXX-XXX-XXXX.

I look forward to hearing from you.

Sincerely,

Mentee

If you have any questions about the BAC mentoring program or experience difficulty communicating with your mentor, contact us at blackamericancouncil@tri-c.edu or 216-987-4527.

Be sure to visit the [Black American Council webpage](#) and join our [Facebook group](#) to interact with other members!