



# Frances M. Franklin Academic Alliance

## GOAL and DISCUSSION GUIDE FMFAA MENTEE SEMESTER TOUCHPOINTS

TIMING	GOAL	DISCUSSION GUIDE
Weeks 2-4	<b>Weeks 2-4: Building the Foundation</b> Once you contact your mentor: <ul style="list-style-type: none"><li>• Update your progress or introduce yourself if you recently joined the FMFAA Mentoring Program.</li><li>• Discuss immediate needs, goals and the future of your mentoring relationship.</li><li>• Complete or update your academic plan in DegreeWorks.</li><li>• Explore opportunities to join student leadership programs (e.g., the Student Government, Mandel Honors Society, Student Leadership Certificate, Board Student Scholars, Honors Program).</li><li>• Seek an internship and/or volunteer opportunities.</li></ul>	Discussion Starters: <ul style="list-style-type: none"><li>• Introduce yourself and allow your mentor to do the same.</li><li>• Exchange multiple methods of contact with your mentor.</li><li>• Set and discuss your 12-week goals.</li><li>• Share any immediate academic or personal challenges.</li><li>• Update your mentor on your class progress.</li><li>• Identify if you need academic support (Writing Center, tutoring, etc.) and outline a plan through graduation.</li><li>• Engage with FMFAA programs and events (core program descriptions are available on the FMFAA webpage).</li></ul>
Weeks 5-9	<b>Weeks 5-9: Deepening the Relationship</b> <ul style="list-style-type: none"><li>• Focus on relationship building with your mentor and the campus community.</li><li>• Discuss events you'd like to attend, see implemented or help host.</li><li>• Maintain and/or update your resume, CV and/or your "accomplishment record."</li></ul>	Discussion Topics: <ul style="list-style-type: none"><li>• Midterm academic check-in</li><li>• Personal goals, career aspirations and educational milestones</li><li>• Family background, support systems and personal interests</li><li>• Successful life experiences</li><li>• Upcoming events and volunteering options</li></ul>
Weeks 10-15	<b>Weeks 10-15: Planning for the Future</b> <ul style="list-style-type: none"><li>• Continue building your relationship and prepare for the next semester.</li><li>• Confirm that you are registered for classes and connected with the Transfer Center, Career Services and Counseling (as needed).</li></ul>	Discussion Topics: <ul style="list-style-type: none"><li>• Your personal goals, educational progress and career aspirations</li><li>• Graduation or next semester's academic plan</li><li>• How the mentor-mentee relationship will continue moving forward</li></ul>

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### ***Sample Response Email to Your Mentor:***

Dear (Mentor Name),

Thank you for contacting me and serving as my Frances M. Franklin Academic Alliance mentor. I look forward to working with you as you guide me toward my goal of graduation. Can we establish a time to meet in person, virtually or by phone? I am free on (provide the mentor with a few dates and times during the week).

Feel free to email me back or call/text me at 216-XXX-XXXX.

I look forward to hearing from you.

Sincerely,

Mentee

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