MENTOR PROGRAM

PEP

UNIVERSITY OF FLORIDA

# *Mentor Contact Sheet: One-On-One Meeting*

**NAME:** _____

**MENTEE'S NAME:** _____

**CONTACT FOR THE MONTH OF**: September October November

**Date of One-On-One Meeting**: _____

**Was original meeting rescheduled? If so, please describe why original meeting did not occur:**

_____
_____
_____

**Summary of meeting** (questions to answer: location and duration of meeting, what questions did your mentee have? did you feel prepared to answer his/her questions?; what questions did you ask your mentee? What were his/her responses?; what resources did you use or introduce your mentee to?; is your mentee experiencing any difficulties adjusting to college?; have you seen any growth in your mentee since your last meeting?; etc…)

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## Additional Contact with Mentee

**Please summarize any additional contact you may have had with your mentor** (including phone calls, email messages, instant messages, text messages, last minute one-on-one meetings, etc…):

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_____
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