

NC TWS MENTORING PROGRAM

2010-2011 ACTION CALENDAR

Task	Description	Due Date
Determine program audience	High school, undergraduate and graduate students	Mar. 31, 2010
Develop mentoring model	Address the purpose and structure of the program (Needs, Inputs, Activities, Outputs, and Outcomes)	Mar. 31, 2010
Establish protocol	Review/develop philosophy, mission, policies and practices. Include participants' role, goals, and objectives.	Mar. 31, 2010
Recruitment/collaboration	Survey TWS members for interest in mentoring for college/high school students.	April 30, 2010
	Investigate collaboration/partnership with Mentoring.org and NC Mentoring Partnership	April 30, 2010
	Contact NCSU clubs (e.g. Fisheries, Forestry, Zoology, Plant Biology) for information/interest in Mentoring and TWS membership.	April 30, 2010
	Contact other NC colleges/universities including Haywood Community College.	April 30, 2010
	Define collaboration parameters with other organizations (include expectations and involvement of each stakeholder).	April 30, 2010
	Contact NC Office of Environmental Education to solicit members for mentors.	April 30, 2010
Update forms	Review mentor/mentee application and agreement forms.	Mar. 31, 2010
Matching	Orient mentors and mentees to the program. Expectations clearly communicated. All documents completed and received.	Ongoing
Support	Feature articles of mentoring experiences in the newsletter.	Ongoing
	Organize student-professional mixers at annual meetings.	Annually
	Develop marketing ideas (e.g. posters, flyers, link to website) featuring careers with pictures of mentors & mentees in the field.	Ongoing
Recognition	Recognize the accomplishments of the program and mentors'/mentees' contributions.	Annually
Evaluation	Determine what outcomes to measure and evaluate.	Ongoing
	Obtain feedback from mentors and mentees.	Annually