

# College Success Mentorship Curriculum

## Program Pillars

1. **Balance:** Mentors meet with students at least once a month, helping them strike a healthy balance between academics, work, social life, and self-care.
2. **Organize:** Mentors provide students with short assignments each month that align with their unique schedule so that students can better organize their time and energy to prioritize tasks, meet deadlines, and minimize distractions.
3. **Reflect:** Mentors prompt students to reflect on their strengths and weaknesses so that students can identify the interests, skills, and experiences that make them confident and excited about their future.
4. **Goals:** Mentors help students outline long term plans and hold them accountable so that students learn to set goals and identify the realistic steps necessary to achieve them.
5. **Self-Advocate:** Mentors ensure that students utilize campus resources, build relationships with professors, network, and apply for jobs, so students can reap the benefits of self-advocacy.
6. **Employment:** Mentors keep students on track to graduate with a path towards a fulfilling career in the field of students' choice.

## Freshman Year: Laying the Groundwork

### July - Intake

- Reflect on what students have learned and what skills they have developed through high school
- Determine what needs and goals they have going into college
- Identify areas for student growth and prepare recommendations
- Complete course registration, acquire textbooks, and submit required paperwork (immunization records, health insurance waiver, etc)
- Look up professors and anticipate harder classes and obstacles

### August - Add/Drop

- Understand the language of course catalog, credit system, and gen-ed requirements
- Develop a strategy for navigating add/drop week, and review final drop deadlines
- Review syllabi for each class; understand office hours, grade breakdowns, and major assignments
- Understand financial aid and requirements to maintain it; make sure first semester bill is paid
- Meet with academic advisor
- Add all important school and course deadlines to calendar

### September - Adapting

- Process the changes that are taking place and implement strategies to adapt well
- Establish healthy habits and routines
- Choose no more than two social/volunteering organizations to participate in
- Set and implement steps to achieve goals
- Meet all professors and TAs

### October - Academics

- Evaluate academic progress and study skills; determine areas for growth
- Identify campus resources (writing center, math/science center, library resources, office hours) and make a plan to use them
- Organize and develop strategies to complete midterms successfully

- Choose a professor to build a relationship with; seek help from at least one TA or professor

## November - Planning for Next Semester

- Plan next semester's courses and consider how to explore academically
- Think about long-term options (internships, grad school, concentrations or honors) and identify prerequisite steps
- Evaluate academic progress and create plan to prepare for finals
- Identify people and professionals to interview in order to explore interests and options
- Meet with academic advisor

## December - Resume / Cover Letter

- Reflect on progress and habits over the semester and identify areas for growth
- Review transcripts and make a plan to improve GPA
- Develop resume and cover letter writing abilities
- Make a plan for researching internships and conducting informational interviews
- Rate and review professors; send thank you notes to professors who supported them

## January - New Classes, New Habits

- Evaluate schedules and make plans for necessary add/drops
- Establish healthy habits and routines
- Meet new professors and TAs
- Review new syllabi; add all important dates and deadlines to calendar
- Compile list of summer opportunities
- Visit Career Center for feedback on resume and application list

## February - Health and Social Wellness

- Evaluate how students are doing academically, socially, mentally, physically, and emotionally
- Identify wellness resources on campus and make plans to utilize them
- Engage in campus activities (continuing previous activities from last semester and/or starting new ones)
- Choose a new professor to build a relationship with; visit the professor you got to know last semester

### March - Applications and Interviews

- Prepare for summer internship and job applications
- Develop and practice strong interviewing skills
- Assess academic progress and identify areas for growth
- Use Career Center supports for resume/cover letter/interview practice as needed
- Make a plan to prepare for midterms

### April - Planning for Next Year

- Develop plans for the coming year, including courses, leadership roles, and jobs
- Make a plan to meet final exam and project deadlines and finish the semester strong
- Meet with academic advisor to discuss plan for next semester
- Visit at least three professors and/or TAs to prepare for the end of semester and finals
- Continue applications for summer opportunities

### May - Finish Strong / Summer Plans

- Reflect on progress over the semester and the year
- Review transcripts and make a plan to improve GPA
- Identify strategies to finish the semester strong
- Finalize summer plans and set goals
- Thank professors who were most influential in students' first year

## Sophomore Year: Choosing a Field

### August - Planning and Resume Round 2

- Reflect on growth over the past year and identify what other skills students need to learn moving forward
- Prioritize goals for the next semester so students don't overcommit their time and energy
- Update resume with summer activities, coursework, first year GPA, etc
- Prepare for the semester's courses by reviewing syllabi, adding dates and deadlines to calendar, acquiring textbooks, etc.

### September - School / Life Balance

- Investigate networking and exploration opportunities coming up this year in their department
- Work toward school/life balance by participating in a campus activity completely separate from academic interests
- Organize calendar, email, and notification systems to stay on top of tasks and deadlines
- Check in with a professor in department of interest to learn about speakers, events, conferences, and other opportunities coming up this year

### October - Study Habits and Academic Supports

- Make a plan to prepare for and complete midterms successfully
- Practice and identify study strategies that work best for each student
- Find and implement stress and anxiety management strategies
- Meet with professors, TAs, and campus support systems to help with midterms

### November - Major Planning

- Prepare to declare major and/or minors, concentration, etc. and choose advisor (if applicable)
- Identify questions students still have about their intended programs and make a plan to answer them
- Consider what plans or adjustments need to be made if students want to study abroad during their junior year

- Meet with advisor and with a counselor at the career center to talk about their program decisions
- Make a plan to prepare for final exams and projects

## December - Self-Reflection

- Reflect on how they want to use their field(s) of interest in their future careers
- Challenge themselves to question why they want to declare their chosen major and what that means for their options going forward
- Review transcripts and make a plan to improve GPA
- Identify questions they still have about potential careers and how they can go about getting answers
- Look into graduate programs, regions, employment prospects, etc. for their chosen path(s) of interest and determine what they need to do to be a competitive candidate

## January - Resume / Personal Website

- Organize and prepare for new semester (review syllabi, add dates and deadlines to calendar, acquire textbooks, look up professors, etc)
- Create a personal website, in order to build a portfolio and personal brand
- Add website to LinkedIn, resume, etc (as well as any updates from last semester)
- Establish a list of summer internships / jobs to apply to and build deadlines into calendar
- Visit Career Center and get feedback on internship and job list
- Make new healthy habits for the semester

## February - Financial Literacy

- Meet with professors and TAs for all classes
- Complete and submit applications for summer internships
- Build financial literacy, develop money management strategies, and understand student loan types, as well as investment types and options
- Learn how to prepare and file taxes (if needed), including making use of school supports
- Develop a plan to prepare for and complete midterms successfully

## March - Midterms / Managing Stress

- Prepare for midterms stress by planning activities and time to decompress and recharge
- Practice proactive interviewing skills to help them secure summer internships and jobs
- Organize deadlines, plans, and to-do lists leading up to and through midterms
- Continue submitting summer applications and follow through on next steps
- Use campus resources and go to professors for support in preparation for midterms

## April - Peer Groups

- Make a plan to join or create a peer group in student's field of interest
- Plan what commitments to take on next year and why
- Prepare and organize for upcoming projects and finals
- Reflect on ability to balance school with health, social life, and extracurriculars and what still needs growth
- Continue submitting summer applications and following through on next steps

## May - Finish Strong / Summer Plans

- Identify and participate in end-of-year networking events in their department
- Finalize summer plans and set goals
- Consider whether they are looking to study abroad junior spring, and if so what they need to do before then
- Review transcript and make a plan to improve GPA
- Reflect on academic progress and career focus over the past year

## Junior Year: Networking and Evaluating Career Paths

### August - Update Resume / Website

- Reflect on growth over the past year and identify what other skills students need to learn moving forward
- Find ways to challenge themselves this semester in classes, extracurriculars, and skills
- Prioritize goals for the next semester so students don't overcommit their time and energy
- Update resume and website with summer activities, coursework, current GPA, etc
- Prepare for the semester's courses by reviewing syllabi, adding dates and deadlines to calendar, acquiring textbooks, etc.

### September - Push Yourself

- Get organized for the semester, managing calendar, files, emails, and notifications
- Make plan to expand personal website with skill-based projects in writing, speaking, organizing, and teaching
- Meet all new professors and TAs
- Check in with a professor in student's department to ask what events, conferences, and opportunities will be coming up this year

### October - Midterms

- Make a plan to prepare for and complete midterms successfully
- Practice and identify study strategies that work best for each student
- Find and implement stress and anxiety management strategies
- Meet with professors, TAs, and campus support systems to help with midterms
- Start expanding personal website with skill-based projects

### November - Ideal Job Profile

- Make a plan to prepare for final exams and projects
- Plan next semester's courses and how to make the most of next semester
- Meet with professors and academic advisor to review next semester's courses and ask for advice in line with what you want to do (grad schools, job opportunities, etc)
- Reflect on their ideals and standards for a preferred job



- Continue expanding personal website with skill-based projects

## December - Researching the Options

- Reflect on how they have grown more employable this semester
- Review transcripts and make a plan to improve GPA
- Research possible career paths in their field
- Identify three potential career paths they want to explore over the spring
- Identify a professional in each of the chosen career paths to seek an informational interview with to learn more

## January - Semester Planning / Exploring

- Organize and prepare for new semester (review syllabi, add dates and deadlines to calendar, acquire textbooks, look up professors, etc)
- Evaluate courses in light of the possibilities they identified and make any needed changes
- Explore the possibility of an independent study / research opportunity with a faculty member they admire during their summer or final year
- Make a “reality check” plan for the 3 chosen career paths over the spring and summer
- Create an application list for the summer and review it with the Career Center

## February - Interviews / Networking

- Use school’s alumni network to reach out to professionals in chosen career paths
- Speak with graduate students in relevant programs to evaluate whether it is a good match for them
- Create a networking plan for the semester
- Complete and submit applications for summer internships
- Check in with department to find out what speakers and events are coming up

## March - Midterms

- Prepare for midterms stress by planning activities and time to decompress and recharge
- Organize deadlines, plans, and to-do lists leading up to and through midterms
- Continue submitting summer applications and follow through on next steps
- Use campus resources and go to professors for support in preparation for midterms

- Go to networking events and talks in your department
- Complete projects/volunteer work in roles that reflect career interests
- Continue with informational interviews and reality check plan

### April - Reality Checks

- Continue with informational interviews, networking opportunities, and project and volunteer work that reflects career interest
- Reflect on progress with “reality check” plan
- Plan what commitments and courses to take on next year and why, with input from professors and advisor
- Prepare and organize for upcoming projects and finals
- Continue submitting summer applications and following through on next steps

### May - Reflect and Plan

- Identify and participate in end-of-year networking events in their department
- Finalize summer plans and set goals
- Reflect on academic progress, and how they’ve grown more employable this semester
- Review transcript and make a plan to improve GPA
- If they haven’t yet, follow up with interviewees and networking contacts; thank them and update them on your plans

## Senior Year: Starting a Successful Career

### August - Update Resume / Website

- Reflect on “reality checks” of spring and summer and revise career track options if necessary
- Revise ideal job profile as needed
- Identify post-undergrad track to work towards (grad school, job, etc.)
- Understand goals and expectations of the year and map out a timeline for their own track
- Prepare for job applications by learning to tailor resumes and cover letters and preparing online profiles
- Start developing a strong application list and add deadlines to their calendar
- Identify test prep needed for grad school and create a plan to prepare
- Prepare for the semester’s courses by reviewing syllabi, adding dates and deadlines to calendar, acquiring textbooks, etc.
- Make a plan for thesis/senior project (if applicable) and check to make sure all graduation and major requirements will be met this year

### September - Networking / Grad School Plans

- Get organized for the semester, managing calendar, files, emails, and notifications
- Meet all new professors and TAs
- Check in with a professor in student’s department to ask what events, conferences, and opportunities will be coming up this year
- Check in with Career Center about networking opportunities and job fairs coming up
- Continue developing and working on strong application list
- Obtain necessary recommendations for applications

### October - Midterms

- Make a plan to prepare for and complete midterms successfully
- Find and implement stress and anxiety management strategies
- Meet with professors, TAs, and campus support systems to help with midterms
- Finalize application list and continue submitting applications
- Follow through on test prep plan (if applicable)

## November - Application Blitz / Interviewing

- Make a plan to prepare for final exams and projects
- Plan next semester's courses and how to make the most of next semester
- Meet with professors and academic advisor to review next semester's courses and ask for advice in line with what you want to do (grad schools, job opportunities, etc)
- Submit applications and make sure they are on track to meet their application minimum
- Reinforce strong interview practices and best strategies for virtual interviews
- Assess test readiness and make adjustments to their test prep plan

## December - Minimum Applications and Networking Events

- Meet minimum number of submitted applications and make sure they are on track to meet minimum number of networking events
- Research organizations and programs in preparation for interviews
- Identify advanced positions they are interested in attaining in the future
- Reflect on how they have grown more self-reliant, employable, and prepared for work in their field this semester
- Review transcripts and make a plan to improve GPA in the final semester

## January - Finances and Budgeting

- Organize and prepare for new semester (review syllabi, add dates and deadlines to calendar, acquire textbooks, look up professors, etc)
- Confirm that new courses will satisfy all graduation and major requirements, or make needed changes
- Add new positions and newly available applications to their list
- Identify networking opportunities and job fairs coming up
- Understand student loan repayment and build budgeting skills to manage finances after graduation
- Make an appointment with career counselor to review final application list

## February - Negotiating / Networking Minimum

- Meet minimum number of networking events
- Reinforce strong interview practices and best strategies for virtual interviews
- Begin completing job interviews (if they haven't already) and make sure they are on track to meet their minimum number of interviews by the end of April
- Write thank you emails to interviewers for taking the time to meet with them

- Learn negotiation and communication skills involved in juggling and responding to offers and talking about salary

## March - Midterms

- Prepare for midterms stress by planning activities and time to decompress and recharge
- Organize deadlines, plans, and to-do lists leading up to and through midterms
- Continue interviewing for jobs and make sure they are on track to meet their minimum number of interviews
- Write thank you emails to interviewers

## April - Finishing Strong

- Pursue publication or presentation of thesis work, if applicable
- Meet minimum number of job interviews
- Write thank you emails to interviewers
- Prepare and organize for upcoming projects and finals

## May - Life After College

- Make plans for how to navigate life after graduation, regarding housing, finances, health care, transportation, etc.
- Understand what they need to know about job benefits, retirement funds, and insurance
- Anticipate and prepare for the challenges of balancing work and home life post graduation
- Thank everyone who supported the student through college for their help; let them know what they're doing next