



Alumni-Student Mentorship Program 2013-2014

Mentee Application Form

Application Deadline: 5:00 p.m. on Friday, September 27, 2013

The Department of Political Science Mentorship program has been developed to enhance the student experience for Political Science undergraduate students in their 3rd and 4th years. Students must be enrolled in a POL Major or Specialist program, and have a minimum CGPA of 3.0.

Through matching upper-year students with alumni, the program provides students with valuable career advice at a critical point in their education. It also provides mentors with an opportunity to connect with current students and contribute to their *alma mater* in a meaningful way.

The program requires student participants to complete an application process that includes submitting an application form, their resume and completing an interview. If matched, the student is expected to participate in two receptions, complete two brief program evaluations and meet with their mentor at least three times during the academic year (in person, by phone or e-mail).



Alumni-Student Mentorship Program 2013-14

Participating Student Agreement

In my role as a participating student, I agree to:

1. Read the roles and responsibilities of a participating student
2. Maintain a relationship with my mentor from October to March
3. Conduct myself in a professional manner
4. Do my “homework” about my mentor
5. Attend the “Meet your Mentor” opening reception on **November 7, 2013 (time and location to be announced)**
6. Attend the closing reception during **the last week of March 2014 (date and time to be announced) in Sidney Smith Hall, Room 3130**
7. Meetings/contact (either in person, by e-mail or by phone, as agreed upon between my mentor and me) with my mentor a minimum of three times during the academic year (October until March)
8. Maintain a mutually convenient contact schedule with my mentor
9. Be present and on time for all agreed upon meetings and events
10. Advise my mentor 24 hours in advance if I am unable to attend scheduled meetings
11. Respond to e-mails/phone calls promptly
12. NOT solicit my mentor for employment
13. Observe confidentiality and personal/professional boundaries
14. Be receptive to feedback and suggestions from my mentor and follow-up on tasks they assign
15. Explore my own strengths and weaknesses and set relevant goals
16. Take advantage of opportunities for networking and building professional relationships
17. Complete and submit program evaluations by due dates
18. Write a thank you letter to my mentor at the end of the program
19. Contact Julia Chou, Department of Political Science, if any concerns arise or you have any questions. She can be reached by telephone at (416) 978-6567, and by e-mail at polsci.alum@utoronto.ca
20. Have as much fun as possible!

It is your responsibility to prepare in advance for each contact with your mentor. This is to ensure that communication is both productive and informative, as well as a beneficial use of time for both you and your mentor.

I, _____, agree to the above terms and conditions of my role as a program participant. It is my understanding that, should I breach any of the above commitments, the Department of Political Science reserves the right to terminate the mentorship relationship immediately.

Signature: _____ **Date:** _____



Alumni-Student Mentorship Program 2013-14

Mentee Application Form

Application Deadline: 5:00 p.m. on Friday, September 27, 2013

Criteria

Applicants must:

- 1) Be enrolled in the Department of Political Science Major or Specialist program
- 2) Have completed 9.5+ FCE's
- 3) Have a minimum CGPA of 3.0

Student mentees will be selected by the mentorship committee based on the best fit between mentor and student applicants. Please ensure that your completed application form is submitted before the deadline to guarantee the best possible chance that you will be selected. Please ensure your application is completed accurately as incomplete submissions will be disqualified.

Questions? Contact Julia Chou at polsci.alum@utoronto.ca or (416) 978-6567.

Information for the Applicant

Application Checklist:

- Fill in all fields
- Attach current resume
- Sign and date Page 2
- Sign and date Page 5

Next Steps:

- Selected students will be contacted for interviews by Tuesday, October 8, 2013.
- Student interviews will be conducted October 8-16, 2013.
- Match notification will be completed by Friday, October 18, 2013.

Applicant Information

Surname:	Given Names:
U of T Student Number:	
Official University E-mail Address:	
Phone Number (home):	Phone Number (cell):
Program(s) of Study: <input type="checkbox"/> POL Major <input type="checkbox"/> POL Specialist <input type="checkbox"/> Other: _____	
Number of credits completed towards Undergraduate Degree (As of September 2013):	
Do you live in Residence? <input type="checkbox"/> No, Off-Campus <input type="checkbox"/> Yes, in _____	
What do you expect from your participation in the Department of Political Science Mentorship Program? (Please state in 100-200 words)	

Alumni-Student Mentorship Program 2013-14

Mentee Application Form

Please list your extra-curricular activities.
Please list your previous work experience.
Please attach a copy of your current resume. <input type="checkbox"/> Done!

Career Goals

Possible career interests: <input type="checkbox"/> Academic <input type="checkbox"/> Advocacy organizations <input type="checkbox"/> Business Administration <input type="checkbox"/> Education <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Government <input type="checkbox"/> International Relations <input type="checkbox"/> Law <input type="checkbox"/> Marketing <input type="checkbox"/> Media <input type="checkbox"/> Non-Governmental <input type="checkbox"/> Philanthropy <input type="checkbox"/> Public Policy <input type="checkbox"/> Writer/Journalist <input type="checkbox"/> Other: _____
Can you elaborate in 100-200 words why you have chosen the above box (es)?
What specific occupation(s) you would like to explore (be as specific as possible)?

Scheduling

What is the best time of day to reach you during the week? (Check all that apply.) <input type="checkbox"/> Morning (8am-12pm) <input type="checkbox"/> Afternoon (12pm-5pm) <input type="checkbox"/> Evening (5pm-9pm)
I am available on the following days between 9:00 a.m. & 5:00 p.m. to attend the mandatory 15 min. personal interview: <i>Note: Check all days that you are available. We will schedule your 15 min. interview based on these choices, so please keep these dates free in your schedule until you are notified of your interview.</i> <input type="checkbox"/> Tuesday, October 8, 2013 <input type="checkbox"/> Thursday, October 10, 2013 <input type="checkbox"/> Tuesday, October 15, 2013 <input type="checkbox"/> Wednesday, October 9, 2013 <input type="checkbox"/> Friday, October 11, 2013 <input type="checkbox"/> Wednesday, October 16, 2013
I am available to attend the Department of Political Science Mentorship Opening Reception on Thursday, November 7, 2013 (time to be announced) in Sidney Smith Hall, Room 3130. <input type="checkbox"/> Yes <input type="checkbox"/> No

Marketing Survey

Where did you hear about the mentorship program?
--

Alumni-Student Mentorship Program 2013-14

Mentee Application Form

<input type="checkbox"/> APSS	<input type="checkbox"/> Political Science E-mail Listserv	<input type="checkbox"/> Professor _____
<input type="checkbox"/> Department Website	<input type="checkbox"/> News.Politics@UofT Newsletter	<input type="checkbox"/> Other _____



Alumni-Student Mentorship Program 2013-14

Liability Disclaimer

While every effort has been made to ensure accuracy of the information contained in this application form, the Department of Political Science accepts no liability for errors and omissions.

By signing this application form, you agree to indemnify and save harmless Department of Political Science, its faculty, staff and students as well as volunteers from all claims, suits and actions of every name, kind and description brought for, or on an account of, any loss, injury or damage caused by you or within your control, and release the Department of Political Science, its faculty, staff and students as well as volunteers from all personal injuries or property losses you might suffer during your participation in any activity within the Department of Political Science Mentorship Program.

While every effort will be made by the program to find a mentoring match for each student and each alumnus based on the information provided by the applicants, successful matching is not guaranteed due to the uneven number and diversity of applicants.

Privacy Agreement

The Department of Political Science at the University of Toronto respects your privacy. The information on this form is collected and used for the administration of the Department's Mentorship Program activities. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Coordinator at (416) 946-7303, McMurrich Building, Room 104, 112 Queen's Park Crescent West, Toronto, Ontario, M5S 1A8.

Name: _____ (please print)

Signature: _____ Date: _____

Please submit completed form:

1. By e-mail to polsci.alum@utoronto.ca, or
2. In person to the Department of Political Science, Sidney Smith Hall, Room 3032, 100 St. George Street, Toronto, ON, M5S 3G3 (Attention: Alumni Mentorship Program).

Thank you!
