



LIFEWORKS

The Center for Leadership & Life Calling

Departmental Group Mentoring Proposal

Name of the Department _____

Name of group activity _____

Faculty Supervisor _____ Number of students _____

When _____ Where _____

1. Description of the Mentoring Experience

Describe the mentoring activity that your department wishes to undertake. Please address the following questions: What is the purpose of the activity? How does the activity relate to careers that students might wish to pursue? (attach sheet if needed)

2. Faith and Vocation Component

The mentoring program is intended to provide opportunities for students to develop relationships with leaders and professionals who view their work as a response to their own spiritual and moral commitments. We believe opportunities of this kind will encourage students not only to consider certain career paths but also to reflect on the relationships between their spiritual and moral commitments and their career goals.

Toward this end, departments are expected to design mentoring experiences that overtly include some form of reflection on faith and vocation. (For example, the reflection component might consist of requiring students to read, prior to the experience, an essay or chapter of a book that relates career to calling and to keep a journal during the experience that includes reflection on faith and vocation.) *Please describe the reflection components you are planning.*

3. Faculty Supervisor

In return for a modest stipend to be determined by the department, the faculty supervisor must do the following things: (1) plan and coordinate the mentoring activity, (2) provide orientation for the students, (3) oversee the activity while happening, (4) insure that students complete all assessment and reporting requirements, (5) complete a follow-up financial report, and (6) submit a brief evaluation of the activity.

4. Orientation Activities

Describe the orientation activities that will prepare students to benefit from the mentoring experience. These include: (1) the types of reading, writing assignments or Internet assignments that will be required, (2) the type of information students will receive to prepare them for the event, (3) the number and length of orientation meetings that will occur. Each department will want to define for itself what activities shall constitute necessary and sufficient orientation for the mentoring experience.

5. Follow-Up Activity

There are two main purposes for conducting a follow up activity: (1) to allow students to reflect on the mentoring experience in a group setting – that is, to provide a forum in which to express their own thoughts and to hear what their peers have to say about the experience, and (2) to provide an opportunity to celebrate the experience.

Example: share a meal and discuss the mentoring experience. *Briefly describe an idea you have for a celebration activity.*

6. Reports to LifeWorks

- a. Student assessments: Each student is expected to complete an assessment instrument, which LifeWorks will provide.
- b. Faculty Mentor's Financial Report: The faculty mentor (not the department chair and not the department secretary) is responsible for completing and submitting a financial report and original receipts. (The report is similar to the one you file when attending a professional conference.) If necessary, LifeWorks staff will assist the mentor in preparing the financial report.
- c. Faculty Sponsor's report: The faculty sponsor for the mentoring experience is expected to complete a short (1-2 page) assessment of the mentoring experience. See the Faculty Sponsor Report Form. The sponsor must submit this report to LifeWorks in order to receive his/her stipend.

7. Budget

Provide a line-by-line budget for the mentoring experience. Each budget line should be accompanied by an explanatory note.

Budget Sheet

Departmental Group Mentoring Proposal

Faculty Supervisor _____ Department _____

Description of activity _____

Income

LifeWorks funding _____

Department funding _____

Student funding _____

Total Income

Expenses

The total income must equal the total expenses. ***You must save all receipts in order to complete the budget report at the conclusion of your activity and be reimbursed.***

Faculty Supervisor stipend _____

Travel / Lodging _____
(# of people x expenses per person)

Guest Speaker(s) _____

Mileage _____

Registration fees _____

Materials: _____

Celebration Activity _____

Other: _____

Other: _____

Total Expenses

Please complete this form as accurately as possible and submit both the proposal and budget sheet to your departmental LifeWorks advisor.