

Becoming YU Student Success Mentorship Checklist for Mentors: 1st Checkpoint | Individual

Becoming YU is a program that relies on self-reflection and personal development. As mentors, you will also grow and learn with your students. You should take pride in your progress as mentors and look forward to the impact you will make on your fellow students. This checklist for mentors is a tool to help you stay on track and stay accountable to yourself and your students. The completion of this checklist will ensure that you are progressing through the Becoming YU Student Success Mentorship program at the right pace.

1. I have sent out the onboarding email to my students, introducing myself as their mentor. ☐
2. I arranged, facilitated, and completed my **1st Checkpoint** with my student(s) ☐
3. I have checked to ensure all my student(s) completed the first section in Experience York (**"Experience Details & Goal Setting"**) ☐
4. I have helped my students set achievable and attainable goals and provided feedback on those goals. ☐
5. I am a member of the [Becoming YU Microsoft Teams Student-Coaches](#) page. ☐

Please note that ideally all of the above will be completed within the first two weeks of onboarding to the Student Success Mentorship program.

If you have any questions or concerns, please email becomeyu@yorku.ca.
To provide feedback please use the [Student-Coaches Feedback Form](#) link.

Becoming YU Student Success Mentorship Checklist for Mentors: 2nd Checkpoint | Group

As a mentor, your role is to support your students and guide them through the Becoming YU Student Success Mentorship program successfully. At the first Checkpoint, you and your student would have met to set their goals for the year. The 2nd checkpoint is an opportunity for your students to look back on the goals they've set and reflect on their progress thus far. This checklist for mentors is a tool to help you stay on track and stay accountable to yourself and your students. The completion of this checklist will ensure that you are progressing through the Becoming YU Student Success Mentorship program at the right pace.

- 6. I have completed my **1st (Individual) Checkpoint** with all my students and ensured that they have completed the **"Experience Details & Goal Setting"** form. ☐
- 7. I arranged, facilitated, and completed my **2nd (Group) Checkpoint** with my students. ☐
- 8. I have provided my students with feedback about their progress towards achieving their goals. ☐

Please note that ideally all of the above will be completed in between Nov 15th – Nov 26th.

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Becoming YU Student Success Mentorship Checklist for Mentors: 3rd Checkpoint | Individual

The 2nd checkpoint was an opportunity for you and your students to look back on the goals they set and for them to reflect on their progress thus far. Now, at the 3rd checkpoint is where you and your students will assess their continued skills development and discuss any challenges they are facing while working towards their goals. It also celebrates students' achievements in their goals and they will be given the opportunity adjust them if required. This checklist for mentors is a tool to help you stay on track and stay accountable to yourself and your students. The completion of this checklist will ensure that you are progressing through the Becoming YU Student Success Mentorship program at the right pace.

1. I arranged, facilitated, and completed my **3rd checkpoint** with my students ☐
2. I have checked to ensure all my student(s) completed the first two sections in Experience York ("**Experience Details & Goal Setting**" & "**Midway Check-In**") ☐
3. I have acknowledged and congratulated my students on the goals they have achieved thus far. ☐

Please note that ideally all of the above will be completed in between Jan 10th – Jan 14th.

If you have any questions or concerns, please email becomeyu@yorku.ca.
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Becoming YU Student Success Mentorship Checklist for Mentors: 4th Checkpoint | Group

The 3rd checkpoint was a chance for you to ensure that your students are on track towards achieving their goals and improving their skills. The 4th checkpoint will allow your students to collaborate with each other and discuss their goals, achievements, and challenges. This checklist for mentors is a tool to help you stay on track and stay accountable to yourself and your students. The completion of this checklist will ensure that you are progressing through the Becoming YU Student Success Mentorship program at the right pace.

1. I have scheduled, facilitated, and completed my **4th checkpoint** with my student(s) ☐
2. I have allowed for an open, positive sharing environment for my student(s) to feel comfortable sharing in their goals, challenges, and achievements within the group space. ☐
3. I have provided my students with continued feedback, support, and encouragement. ☐

Please note that ideally all of the above will be completed in between Feb 7th – Feb 11th.

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Becoming YU Student Success Mentorship Checklist for Mentors: 5th Checkpoint | Individual

As a group, you and your students should have met to share their overall progression and performance in relation to their set goals. In the 5th and final checkpoint, you will meet with your students to review all previous achievements throughout the program. At this point in the program your students will reflect on their overall goals and the process they went through. They will also have the opportunity to provide feedback on the program checkpoint sessions and the online components. This checklist for mentors is a tool to help you stay on track and stay accountable to yourself and your students. The completion of this checklist will ensure that you have progressed through the Becoming YU Student Success Mentorship program at the right pace to ensure successful completion of the program.

1. I have scheduled, facilitated, and completed my 5th **checkpoint** with my student(s) ☐
2. I have reviewed all my students goals from the beginning of the program and celebrated all the achievements of my student(s). ☐
3. I have supported my students with their personal growth, achievements, and any challenges that they have encountered during the program. ☐
4. I have helped my students to identify and name their strengths and skills. ☐
5. I have ensured my students to complete the Becoming YU Student Success Mentorship program successfully, meaning that they have completed **all five** of the online sections (“Experience Details & Goal Setting” & “Midway Check-In” & “Final Check-In”) and have attended **all five** of the checkpoint meetings. ☐
6. I have completed the [Student-Coaches Feedback Form](#). ☐

Please note that ideally all of the above will be completed in between Mar 21st – Apr 1st.

If you have any questions or concerns, please email becomeyu@yorku.ca.
To provide feedback please use the [Student-Coaches Feedback Form](#) link.