

NROTCUAINST 1601.13

5 June 2017

Mission and Goals Form

Mentor Name:

Mentee Name:

1. Unit Mission: What is the mission of the NROTC, University of Arizona?

2. How does the mentee contribute to the unit's mission?

3. S.M.A.R.T. Goals: (3 - 4 Goals that are Specific, Measurable, Attainable, Realistic, and Time-Bound).

Professional Goals:

Personal Goals:

4. Tasks: (Action plan for completing goals)

Enclosure (1)

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5 June 2017

Mentee Biography Form

Mentee Name:

Mentee Major:

Biography Section:

1. What other time commitments do you have, or anticipate having, in addition to your course and NROTC commitments.

2. What is your living situation (in dorm, apartment in the city, roommates, are the roommates in the unit, are they students at the University of Arizona, will you live with relatives, etc.)

3. What are your hobbies and interests?

4. Do you have any special or unique skills, talents, or experience? (play an instrument, experience with auto repair, experience in JROTC, etc.)

5. What is your course load this semester including NROTC requirements? (How many classes, on what days, and how many credit hours in total)?

Enclosure (2)

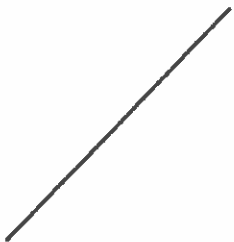
5 June 2017

Mentor Logbook Format

DATE

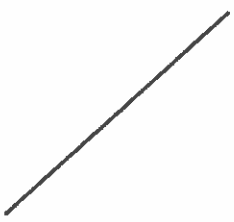
OFFICIAL ENTRY

YYYYMMDD/TIME



This is how you will enter your logbook entries. You should record the time the meeting started, the topics discussed, the goals that were set, progress on existing goals, issues that need to be resolved, and any other topics that were discussed. Make an angled line from margin to margin under the date/ time, and a straight horizontal line at the end of each entry. Initial after each horizontal line. Do not initial the line under the time/date. The last sentence of the entry should look like this———YOUR INITIALS HERE

YYYYMMDD/TIME



At the end of the meeting create another logbook entry that states what time the meeting ended. You should also write when you plan to meet with your mentee again. Set a time and location for the next meeting and record it here. These logbook entries should all be neat and professional. Use a ruler to create all of the straight lines.———YOUR INITIALS HERE

5 June 2017

Honor, Courage, and Commitment Assessment

<p>HONOR</p> <p>(N = NEEDS ASSISTANCE) E =EFFECTIVE)</p>	H1 LEADS BY EXAMPLE	
	H2 UPHOLDS THE REPUTATION OF THE NAVY/ MARINE CORPS	
	H3 SEEKS RESPONSIBILITY AND ACCEPTS RESPONSIBILITY FOR SUCCESS/ FAILURES	
	H4 RESPECTS SELF AND OTHERS	
	H5 MAINTAINS HIGH LEVELS OF MENTAL DEVELOPMENT	
	H6 MAINTAINS HIGH LEVEL OF EMOTIONAL STABILITY	
	H7 MAINTAINS HIGH LEVEL OF PHYSICAL READINESS	
	H8 MAINTAINS HIGH LEVEL OF MORALE AND ENTHUSIASM	
	H9 DOES THE RIGHT THING WHEN NO ONE'S WATCHING	
<p>COURAGE</p> <p>(N = NEEDS ASSISTANCE) E =EFFECTIVE)</p>	C1 DOES THE RIGHT THING EVEN WHEN UNPOPULAR OR DIFFICULT	
	C2 HOLDS OTHERS ACCOUNTABLE TO NAVY/ MARINE CORPS STANDARDS	
	C3 TAKES OWNERSHIP OF DIFFICULT SITUATIONS EVEN IF BEYOND SCOPE OF REGULAR DUTIES	
	C4 ADMITS TO SHORTCOMINGS AND MISTAKES	
	C5 OBEYS ALL LAWFUL ORDERS AND REGULATIONS	
	C6 REFUSES TO PARTICIPATE IN INAPPROPRIATE BEHAVIOR DESPITE SOCIAL PRESSURE	
	C7 TAKES OWNERSHIP AND SEEKS ASSISTANCE IN DEALING WITH DIFFICULT PERSONAL SITUATIONS	
	C8 ASSISTS SUBORDINATES IN TAKING ON DIFFICULT PERSONAL SITUATIONS	
	C9 OBEYS THE LAW AT ALL TIMES	
<p>COMMITMENT</p> <p>(N =NEEDS ASSISTANCE) E =EFFECTIVE)</p>	CO1 SHOWS ENTHUSIASM IN BEING A MIDSHIPMAN/ OC/ MECEP AND INSPIRING OTHERS	
	CO2 DEMONSTRATES SITUATIONAL AWARENESS AND SOUND JUDGEMENT	
	CO3 SHARPENS COMMON SKILLS	
	CO4 PURSUES PROFESSIONAL DEVELOPMENT	
	CO5 ACTS RESPONSIBLY IN THE USE AND CARE OF UNIT EQUIPMENT AND ASSETS	
	CO6 ACCOMPLISHES TASKS IN A TIMELY MANNER, NO MATTER WHAT THE CONDITIONS	
	CO7 LIVES WITHIN MEANS (BUDGETING, SPENDING, SAVING)	
	CO8 OPERATES POV RESPONSIBLY	
	CO9 ACTS RESPONSIBLY DURING RECREATIONAL ACTIVITIES	
	CO10 AVOIDS ALCOHOL ABUSE AND HAS ZERO TOLERANCE FOR DRUG USE	
	CO11 DEVELOPS GAME PLANS, TAKES NEEDED STEPS TO MINIMIZE RISK	

Enclosure (4)

5 June 2017

Mentor-Mentee Relationship Evaluation

Mentor Evaluation Form
(Completed by the Mentee)

Mentor's Name: _____ Major: _____

Mentee's Name: _____ Major: _____

QUESTIONS	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
I met with my mentor at least twice a month.					
My mentor had me fill out an Honor, Courage, and Commitment Assessment.					
My mentor and I had a great mentor-mentee relationship.					
My mentor served as a positive role model.					
My mentor seemed to care about me.					
My mentor explained the unit's mission, and how I fit into it.					
My mentor helped me set goals.					
My mentor helped me work towards accomplishing personal and professional goals.					

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Mentor-Mentee Relationship Evaluation

Mentee Evaluation Form
(Completed by the Mentor)

Mentor's Name: _____ Major: _____

Mentee's Name: _____ Major: _____

QUESTIONS	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
I met with my mentee at least twice a month.					
I had my mentee fill out all of the required student Mentorship Program paperwork in NROTCUAINST 1601.13					
My mentee and I had a great mentor-mentee relationship.					
My mentee was professional and respectful.					
My mentee understands their role in the unit's mission.					
My mentee seemed concerned with personal and professional growth.					
My mentee set goals.					
My mentee worked toward completing their goals.					

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Mentorship Agreement

Mentor: _____ Mentee: _____

We (mentor and mentee) agree to enter into a mentorship relationship. By entering into this agreement, the mentor recognizes his/ her role as a professional role model and expects to share advice, experience, and guidance consistent with the Navy and Marine Corps values and the Warrior Ethos. The mentee understands that the relationship is designed to meet his/ her needs, but that the primary responsibility for personal and professional development remains the responsibility of the mentee.

We acknowledge that we have discussed this relationship and understand it to be an important developmental opportunity for all participants. We agree to respect the other's personal requests to maintain confidentiality before, during, and after the mentoring period. However, reports of any criminal offenses must be reported up the chain of command by either party.

We recognize that our participation in this Student Mentorship Program may require non-duty time.

Mentor Signature/ Date YYYYMMDD

Mentee Signature/ Date YYYYMMDD

Platoon Commander Approval of Mentor and Mentee Pairing:

Yes ___ No ___

Platoon Commander Signature/ DATE YYYYMMDD