

Subject Line: Please Let Us Know How Your Mentoring Partnership is Going!

Dan and I request that all mentor/mentee partners (either the mentor or mentee from each partnership) **send us** (redacted@gmail.com and redacted@gmail.com) **a brief mid-year e-mail status report on your partnership.** Please let us know how you are doing in executing the activities to meet the objectives you established in your mentor/mentee agreement form. **Please respond by Friday, January 26.** We are not asking for a detailed report; we just need to know how things are going.

Here is a **suggested format** for brief status report:

- Mentor/mentee: _____
- List planned activities in mentor/mentee agreement form that you have completed (or initiated) to date. _____
- Identify additions/modifications to your agreement form (if any) or update and resubmit the form itself. _____
- Identify communication channels you have used to date (face-to-face, e-mail, IM, telephone, social media). _____

Thanks in advance for your timely reply to this request.