Goals
Goals are set by the mentoring pair very early in the relationship, but they may be modified at any time. The mentee is expected to articulate the goals s/he wishes to pursue; a good understanding of the desired goals is likely to lead to a more satisfactory relationship.

Progress
Remember to review your goals periodically so that you can gauge your progress. If you’re on track, great. If not, you may need to reassess your goals or modify your process for getting there. Also, please remember that mentors are not expected to know all the answers. Mentees are encouraged to become familiar with, and take advantage of, resources available outside the mentoring program that will help him or her reach the stated goals.

Satisfaction
To get the most from your Internship experience, you should be prepared to engage in open and honest communication with your mentor and to adapt when necessary. The most successful mentoring partnerships have clearly established expectations and goals that are:

- Conceivable
- Achievable—given the mentor and mentees strengths, abilities, and resources
- Challenging, and
- Measurable

Committee Members
Andrea Henderson
Rica Calhoun
Ronald Williams
Oswald Warner
Anna James
Christie Carmack
Holly Fecht
Janna Deitz
Katerina Dawson

For more information contact:
Rica Calhoun
AA Administrative Internship Committee
Western Illinois University
Office of Equal Opportunity & Access
203 Sherman Hall
Macomb, IL  61455

ph 309.298.1977
fax 309.298.3445

“The only way of finding the limits of the possible is by going beyond them into the impossible.”
Arthur C. Clarke
Once your internship officially starts you should meet with your mentor to:
- Discuss project and goals
- Clarify expectations
- Establish regular meeting times

Throughout the Internship, you should check the progress of your goals (or rewrite them, if plans have changed) to ensure that your internship stays on track. You should also arrange a meeting with the AAAIC to provide a brief mid-internship report.

If you have any questions or concerns during your internship, you should address them with your mentor, if possible. The AAAIC Chair and committee members, as well as the Director of Equal Opportunity & Access, are also available for your support.

Once your internship is complete...

you will be expected to write a report on your Internship accomplishments and experiences. This report should be submitted to the AAAIC Chair within 30 days of the completion of your internship.