



## **August 2020 Worksheet Instructions**

### **PLEASE READ:**

**To complete this Communication Plan, you will need to:**

- **Make sure you are signed into a gmail account. You will only be able to make a copy of this template if you are logged into a gmail account.**
- **Select “File” + “Make a copy”**
- **Save to your Drive and “share” it with your Mentor**
- **Rename the copy as: “(Your) First Name (Your) Last Name, August 2020 M-S Activity”**
- **Complete and initial the Communication Plan Agreement with your Mentor**
- **Submit the completed sheet by downloading it as a PDF (tutorial link [HERE](#)) and submitting it to the Feedback Form link that was emailed to you.**

Scholars: After making a copy of this agreement and sharing it with your Mentor, you two will discuss and fill out each section of the agreement together during your virtual meeting. Once you and your Mentor have completed the Communication Plan Agreement, download the Agreement as a PDF and upload it to your Feedback Form – **your Feedback Form link was emailed to you on July 31st.**

**You must submit this Agreement and complete the Feedback Form no later than August 21st at 11:59 pm as a requirement for your Fall Scholarship.**

## Communication Plan and Agreement

Establishing a Communication Plan and Agreement helps to set the expectations for the relationship and creates a reference tool for accountability. Remember to revisit the agreement to make sure it aligns with how and when you are communicating.

**With the exception of the required monthly check-ins, Mentors and Scholars can discuss changing or customizing any of the details of this agreement, as long as both parties agree to it.**

<p style="text-align: center;"><b>Monthly Communication - Required</b></p>	<p><b>I agree to communicate with my Mentor or Scholar <u>at least</u> once per month:</b></p> <p>Scholar Initials: T.B</p> <p>Mentor Initials: DJ</p>
<p><b>Response Time Expectations</b> - If, at any time throughout the month, one of us reaches out to the other (text, call, email, etc.), we agree to:</p> <ul style="list-style-type: none"> <li>• If message received on a weekday (M-Th), respond back to the other person <b>by no later than the end of the next day</b></li> <li>• If message received on a weekend (Fri-Sun), respond back to the other person <b>by no later than the following Monday by NOON (12pm)</b></li> </ul>	<p><b>Review and Initial:</b></p> <ul style="list-style-type: none"> <li>• <b>If text isn't replied to, follow up with a phone call.</b></li> </ul> <p>Scholar Initials: T.B</p> <p>Mentor Initials: DJ</p>
<p><b>Dates and Time of Communication</b> - We agree to:</p> <ul style="list-style-type: none"> <li>• <b>Dedicate one predetermined day of the month</b> (i.e. 1st Sunday of each month, @ 5pm) for our monthly meetings</li> <li>• Add a reminder of our recurring meetings to my calendar (<i>we encourage you to invite the other party to the calendar event!</i>)</li> </ul>	<p>List out <b><u>Day and Time</u></b> of your <b>Monthly Meetings</b>:</p> <ul style="list-style-type: none"> <li>• Second Saturday of the month @ 11 - 12</li> </ul> <p>Scholar Initials: T.B</p> <p>Mentor Initials: DJ</p>
<p style="text-align: center;"><b>Method of Communication</b> - text, phone, email, FaceTime, etc.</p>	<p><b>List out agreed to method(s) of communication:</b></p> <ul style="list-style-type: none"> <li>• Zoom/Google Meet</li> <li>• Text</li> <li>• Phone call</li> </ul> <p>Scholar Initials: T.B</p>

	Mentor Initials: DJ
<b>Rescheduling</b> - If one or the other of us needs to reschedule a check-in, we agree to: <ul style="list-style-type: none"> <li>• Communicate <b>24 hours before</b> the scheduled check-in AND <b>propose a make-up time</b> to connect, whomever needs to reschedule</li> <li>• Both Confirm and Accept the make-up time</li> <li>• Initiate the make-up check-in, <b>whomever initiated the change</b></li> </ul>	<b>Review and Initial:</b> <ul style="list-style-type: none"> <li>• <b>If not 24hrs before communication is done ASAP</b></li> </ul> Scholar Initials: T.B Mentor Initials: DJ
<b>Adjusting Method of Communication</b> - If one or the other of us needs to adjust the method through which we plan to check-in (i.e. Facetime to phone call), we agree to: <ul style="list-style-type: none"> <li>• Communicate this change <b>24 hours before</b> the scheduled check-in, whomever needs to reschedule</li> <li>• Both Confirm and Accept the new communication method</li> <li>• Initiate the make-up check-in, <b>whomever initiated the change</b></li> </ul>	<b>Review and Initial:</b> <ul style="list-style-type: none"> <li>• <b>If not 24hrs before communication is done ASAP</b></li> </ul> Scholar Initials: T.B Mentor Initials: DJ
<b>Scholar “E-Sign” and Date:</b> Ta’Zhnae Brooks, 8/17/20	<b>Mentor “E-Sign” and Date:</b>  Diane L. Johnson 08/17/2020