

MSU Extension MENTOR INFORMATION FORM

Mentor Information

Name:

County/Location:

Role/Job Title:

Workgroup:

FTE (25%, 50%, 100%, etc.):

Contact Information

Email Address:

Phone:

Program Experience

Years with MSUE

Years in Current Position

My strengths

Current Position

Other Program Experience – (please explain)

How can you help a new staff?

General Information

- Recruiting volunteers
- Navigating MSUE
- Connecting/networking with others
- Understanding 4-H/What is 4-H?
- Using Zoom
- Using Google Docs
- Developing programs/programming
- Other (Please explain)

- Filling out MSUE forms
- Using/Accessing SharePoint and Teams
- Using PEARS / Reporting
- Informal/unwritten rules/expectations
- The language of Extension
- Extension organization – Regional/State
- Time management

Institutes and Work Teams

- Connecting with Institute Work Teams
- Developing annual Plan of Work
- Program/Job Shadowing
- Understanding/Developing Logic Models
- Step II Portfolio Information/Preparation
- Developing programs/programming
- Program evaluation
- Teaching strategies

- Marketing programs
- Acquiring resources for programming
- Other (Please explain)

Updated 1/17/2024

Community/Constituent Relationships

- Connecting with Constituents
- Developing Community Networks
- Advisory Councils
- Recruiting volunteers
- Other (Please explain)

Best Way to Communicate

- Email
- Phone Call
- Face to Face Meeting
- Text
- Zoom
- Teams
- No Preference
- Other – (please explain)

Level of Support You Can Offer Mentee

- High** – Weekly/Bi-Weekly contact (email, phone, etc.) – Monthly face-to-face meetings
- Medium** – Bi-Weekly/Monthly contact (email, phone, etc.) – Face-to-face meetings every other month
- Low** – Monthly/every other month contact (email, phone, etc.) – Face-to-face meetings only when needed
- Other** – (please explain)

Please return this form to the appropriate mentor coordinator:

Health and Nutrition Institute – educators and specialists	Annie Walacavage, New Staff Mentor Coordinator	walacav3@msu.edu
Health and Nutrition Institute – Community Nutrition Instructors	Erika Garner, New Staff Mentor Coordinator	prineeri@msu.edu
Community, Food and Environment Institute	Meghan Loughlin-Krusky, New Staff Mentor Coordinator	loughli5@msu.edu
Children, Youth and Families Institute	Jane Love, New Staff Mentor Coordinator	lovejan@msu.edu
Agriculture and Agribusiness Institute	Christina Curell, New Staff Mentor Coordinator	curellc@msu.edu