

MENTORSHIP PROGRAM

University of Louisiana Monroe



Mentee Handbook

Mission

The University of Louisiana Monroe Mentorship Program connects students to alumni and career professionals who seek to nurture their mentees' personal and professional growth by: support and accountability, creating pathways to achieve set goals, and supporting the university's efforts in preparing career-ready graduates.

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MENTEE HANDBOOK

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DEFINING MENTORING

Mentoring defined by the American Psychological Association:

A Mentor is an individual with expertise who can help develop the career of a Mentee. A Mentor often has *two primary functions* for the Mentee:

1. The **career-related function** establishes the Mentor as a coach who provides advice to enhance the Mentee's professional performance and development.
2. The **psychosocial function** establishes the Mentor as a role model and support system for the Mentee.

Both provide explicit and implicit lessons related to professional development as well as general work-life balance.

Mentor defined by the Oxford Dictionary:

1. An experienced and trusted adviser.
 - 1.1 An experienced person in a company or educational institution who trains and counsels new employees or students. Advise or train (someone, especially a younger colleague).

Mentee defined by the Oxford Dictionary:

A person who is advised, trained, or counselled by a mentor.

Role of the Mentee defined by Speech- Language Hearing Association:

Relationship Driver- Identifying goals to achieve and topics to discuss.

Development Planner- Maintaining schedules and time frames for the mentoring plan.

Resource Partner- Working with a Mentor to uncover new resources and people to aid learning.

Teacher- Sharing information that might be valuable to the Mentor.

Continuous Learner- Taking full advantage of this learning opportunity.

Our definition of Mentorship:

This is a formal relationship in which the Mentor will guide the Mentee in his or her professional development through the structure of the Mentorship Program. A Mentor will have the ability to challenge his or her Mentee in identifying a course of action to reach his or her goal(s). The focus is on learning the skills necessary for the path ahead.

A Mentor and Mentee will work together in partnership to foster meaningful conversation rich with integrity. The quality of the mentoring relationship is driven by the Mentee. The Mentee has an essential and active role to facilitate the professional relationship.

BENEFITS OF MENTORSHIP

Benefits for Mentors:

- opportunity to change another's life
- builds legacy and generativity-contributing to future generations
- creates a connection back to the university
- expansion of influence
- reinforcement of accomplishments
- opportunity to reciprocate recognition
- focuses investment on one person
- improves communication and people skills
- may provide a new perspective on how to solve professional problems
- extends peak of success
- can increase chances of promotion
- can increase job performance
- provides an opportunity to review the basics of practice

Benefits for Mentees:

- support in attaining skills, knowledge, insight, and cultural awareness
- encouragement for faster learning and growth—both personal and professional
- increases confidence
- access to role models
- greater exposure and visibility
- increases feeling of being more valued
- improves expanded network and communication
- increases opportunity for an early connection with future employer
- increases professional credibility for future employment
- access to guidance, in turn eliminating some common mistakes
- enriches the college experience

Benefits for ULM:

- engages alumni with students
- encourages life-long learning
- increases loyalty and retention with more motivated and engaged students
- promotes greater sense of community
- promotes more inclusion with diversity
- supports the University's Strategic Mission to seek students who find value in its programs and prepares them to compete, succeed, and contribute in an ever-changing global society through a transformative education
- supports the role of students in university governance by offering a program that promotes the students' growth and development through social and recreational experiences
- gives a recruiting edge
- improves job placement rates

MENTEE RESPONSIBILITIES

- It is your responsibility to set each meeting time with your Mentor, prepare an agenda and any other pre-meeting work. Make sure to show up on time and be purposeful with your meeting.
- Goals and expectations should be established during your first meeting with your Mentor. Set S.M.A.R.T goals: (pg. 7)
 - Specific
 - Measurable
 - Action-oriented
 - Realistic
 - Timely
- Keep a log of your meetings using the journal pages provided in this handbook and record what you gained from them (knowledge, advice, new experience, new perspective).
- A Mentor is there for advice and guidance, not to solve personal problems or find you a job. Your Mentor will not serve as your academic advisor unless they are your academic advisor or major professor. Meetings should be professional. This is your time to develop professionally and to learn. Respect the mentoring relationship and do not put your Mentor on the spot in any way.
- Utilize every opportunity and make every interaction a learning experience. You can never learn too much.
- Do not make any assumptions. Confirm everything- meetings, contact times, etc.
- Honor commitment to both the program and your Mentor. Be punctual and follow through on promises. This program is designed to create better prepared professionals in the future and should be treated as such. Do not waste anyone's time.
- Be open to learning, critiques, and suggestions.
- Be honest and dependable.
- Communicate- nothing can be learned if nothing is communicated.
- Be Enthusiastic- you signed up for your benefit, not because it was required.
- Know when to end the mentoring relationship. Once the program ends, you may have to part ways with your Mentor unless you and your Mentor agree to reapply for the program for another year or agree to continue your mentoring relationship outside of the program. Remember to thank your Mentor and use your journals to reflect on the experience.

AREAS OF MENTORING

Life Skills:

These are skills that are highly important both professionally and personally.

Mentorships that focus on skills development help the mentee learn specific skill sets in order to develop him or herself and add value to the progress on his or her career path.

Skills needed to be successful are endless, but here are a few recommended focus areas:

- **Emotional Intelligence**- the ability to identify and manage your own emotions and the emotions of others
- **Initiative**- taking the opportunity to act or take charge before others do
- **Time Management**- planning and exercising conscious control over the amount of time spent on specific activities
- **Communication**- ability to communicate effectively in the following areas: verbally, non-verbally, and written
- **Team Player**- ability to work well with others
- **Problem Solving**- evaluate the problem, gather information, break problem down into parts, identify solutions, choose best solution, take action, examine results, test and review
- **Critical Thinking**- the objective analysis and evaluation of an issue in order to form a judgment

*99.2% of employers who responded to the National Association of College and Employers (NACE) Job Outlook 2018 survey rated critical thinking/problem solving as the most essential competency among new hires.

Career Exploration & Self-Awareness:

"Sometimes, it's about *what* you know."

- Look to your Mentor to assist in making informed educational and occupational choices through mentorship and job shadowing experiences.
- Your career search is a lifelong journey and your Mentor will assist you with the mentorship, tools, connections and space for self-assessment and reflection that will help you to launch a career that is grounded in a sense of your own values, strengths and interests.
- Allow your mentorship experiences to help you in becoming more self-aware, thus assisting you with being more resilient and realistic in moving forward with your desired career path.

Networking:

"Other times, it's about *who* you know."

- About 80% of jobs are not advertised, so relationship building and connecting with people is vital for professional gain. The relationships built now can be beneficial for the rest of your college career as well as through your professional career.
- Whether you identify as being an introvert or view networking as a necessary evil, learning and implementing the art of networking can boost your connections, thus boost your opportunities.
- Aversion to networking can be overcome by practicing these four strategies: focus on learning, identify common interests, think broadly about what you can offer, find a higher purpose or goal.

HOW TO BECOME A MENTEE

1. Meet all of the following criteria:

- Must be at least a Sophomore when program begins. It is permissible to apply Freshman year in order to begin Sophomore year.
- Understand and commit to upholding the Mentee responsibilities (pg. 3).
- Understand and commit to uphold all agreements on the Mentee Consent Form (pg. 23), ULM Mentee Acknowledgement of Rules (pg. 24), ULM Mentee Personal Vehicle Waiver (pg. 25), and ULM Mentee Medical Liability Waiver (pg. 26).

2. Complete the online **Mentee Application Form** by the deadline date. Past Mentees should submit a new application.

3. **Once the application is submitted, it is required to sign up for a time to be interviewed.** This is a first round interview with the Program Director, Victoria George, and/or other Career Center staff members. **The Program Director will email all applicants to set up an interview time.** The purpose of the interviews is to determine if this program is the best fit based on the applicants' academic and career goals.

Mentee Application: webapps.ulm.edu/mentorship/

4. After all criteria and previous steps are met, **wait to receive approval** from the Program Director and instructions on next steps. Once approved, students will **view all potential Mentors using an online profile link that will be emailed from the Program Director.** It is permissible to apply to more than one Mentor. Make sure to select a Mentor in the same related field and/or career path. **The next step is to email or call the potential Mentor(s) of interest to set up an interview with him/her.**

***Applying to a Mentor does not guarantee being selected.**

5. Once the Mentor has selected a Mentee, the **Mentor will notify the Program Director.** Both the Mentor and Mentee will attend the mandatory ULM Mentorship Program Orientation via Zoom. During orientation, participants will learn more about the details and expectations of this program.

Applications, due dates, and other information can be found on the Career Center website:

ulm.edu/careercenter/careeracademies/mentorship.html

FIRST MEETING GUIDE

As the Mentee, it is your responsibility to establish the relationship. Remember, the quality of the mentoring relationship is driven by you. You should be prepared to guide each meeting.

Discussion Topics:

- Get To Know Each Other:

"What was your major in college? How did you choose this area of study?"

"What were your extracurricular activities during college?"

"How did those activities help you?"

"How did you choose your career?"

"What key experiences shaped your career path?"

"What was your first job out of college?"

"Did you pursue degrees beyond a bachelor's degree?"

"What do you do in your spare time?"

- Motivation:

"What do you consider success?"

"What motivates you?"

- Career Growth:

"Where did you start in your career, where are you now in your career, and where do you see yourself in 5-10 years?"

"What skills have you found to be particularly helpful in growing your career?"

- Insights:

"What do you wish you knew when you started your career?"

"What do you wish you could change?"

"What else would you be doing if you were not in your current position?"

"What has been the most challenging part of your career?"

- Networking:

"Do you have any networking success stories?"

"How do you network effectively?"

- Resources:

"What resources do you recommend for keeping up with the workforce and this industry?"

"Do you belong to any professional organizations?"

S.M.A.R.T GOALS

Both you and your Mentor engage in active learning and are involved in the learning process by jointly developing goals. Ultimately though, it is your responsibility for driving the development of your set goals under the supervision of your Mentor. To increase the success of reaching your goals, you need to set well-defined S.M.A.R.T goals. Check your goals regularly to ensure they are still relevant and that your mentoring relationship is designed to achieve them.

- **Specific** goals should be simplistically written and clearly define what you are going to do. What, Why, and How?
- **Measurable** goals should be measurable so that you have tangible evidence that you have accomplished the goal.
- **Action-oriented** goals enable you to create concrete steps to be successful. Actions don't always have to be physical. You could learn new information or skills.
- **Realistic** goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.
- **Timely** goals should be linked to a time frame that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

Career/Professional Goals:

Actions:

Personal Goals:

Actions:

Academic Goals:

Actions:

Other Goals:

AGENDA

Mentoring Meeting:

Date:

Time:

I.

Update: Report on activities since last meeting.
Update: Provide feedback to your Mentor about the usefulness of his or her advice.

II.

Today's topics to be discussed: Be prepared--draft questions and topics.

III.

Next meeting: date, time, and place.
Note any topics you would like to defer or continue discussing at the next meeting.

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TITLE IX POLICY

About Title IX Policy and Resources:

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex in all areas of education programs and activities such as admissions, financial aid, housing, facilities, scholastic, intercollegiate, club and intramural athletics.

Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX.

ULM is committed to ensuring all students feel safe and have the opportunity to benefit fully from education programs and activities. ULM has adopted policies and procedures to be in compliance with the federal and state requirements related to the Title IX Act, the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination (SAVE) Act.

If the university is notified of sexual harassment or violence, we will:

1. Take immediate and appropriate steps to investigate the incident
2. Take prompt action to end the harassment and resolve the situation
3. Take appropriate steps to prevent recurrence of future incidents

To file a complaint of harassment, discrimination, sexual misconduct, sexual assault, dating violence, stalking or retaliation complete Complaint Reporting Form found online at: <http://www.ulm.edu/titleix/>.

Confidential Advisors are available to help and can be found online at: <http://www.ulm.edu/titleix/confidential.html>. Confidential Advisors are designated individuals who have been trained to aid a person involved in a sexual misconduct complaint in the resolution process as a confidential resource.

To file an appeal to the "Charges" and/or "Sanctions" for Harassment, Discrimination (including Sexual Misconduct), and Retaliation complete the Appeal Form online at: <http://www.ulm.edu/titleix/index.html>. Students or employees without computer access to file an online complaint may file a written complaint and forward to:

Title IX Coordinator
Treina Landrum
Library Suite 612
(318) 342-5215
landrum@ulm.edu

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: www.ed.gov/about/offices/list/ocr/index.html.

If the incident or situation is criminal in nature, immediately contact University Police Department or the local police where the incident occurred.

University Police are located at Filhiol Hall, 3811 DeSiard Street, 318-342-5350 or 911 for emergencies

Students are strongly encouraged to report incidents and share information about sexual misconduct and harassment, even if the complainant or witness has concerns about underage drinking, drug use or other prohibited activity. To encourage reporting, the university pursues a policy of offering alleged victims amnesty from policy violations and will not pursue disciplinary action related to the incident.

Retaliation is prohibited against any student or employee who files a complaint of discrimination or participates in proceedings or an investigation. Retaliatory words, actions or behavior that punish or threaten to punish any student or employee under this policy is strictly prohibited and may result in disciplinary action.

Retaliation should be promptly reported to the Title IX Coordinator.

MENTEE CONSENT FORM

I wish to participate as a Mentee in the ULM Mentorship Program and therefore agree to the following:

*All boxes must be **initialed** for approval

- I understand and commit to completing the program during the Fall 2021 and Spring 2022 semester or during the Fall 2021 semester only. If I cannot continue my mentoring relationship for any reason, I will notify Victoria George, ULM Mentorship Program Director.
- I agree to meet with my Mentor at least twice a month via Zoom (or any other form of video conferencing) or face-to-face (practicing COVID safety protocols). Email communications do not count as a full meeting.
- I understand that it is my responsibility to prepare an agenda and initiate contact for each meeting.
- I will frequently review and use the ULM Mentorship Program Handbook as a reference guide.
- I will adhere to ULM Title IX Policy (sexual harassment), ULM Student Policy Manual, ULM Mentee Acknowledgement of Rules, ULM Mentee Personal Vehicle Waiver, ULM Mentee Medical Liability Waiver, and ULM Mentee Consent Form agreements.
- I understand and accept the possibility that I may not be matched to Mentor. Submitting an application does not guarantee admittance into the program.
- I will adhere to my responsibilities as a Mentee as noted on pg. 3 of this document. Failure to do so could result in my dismissal of the program.
- I understand and accept that I must attend the mandatory ULM Mentorship Program Orientation.
- I understand that meetings between Mentors and Mentees shall be conducted in a professional setting. It is permissible to attend a meal or social networking opportunity together, but the purpose of the meeting shall always remain professional and social distancing practices will be enforced.
- I agree to hold harmless the University of Louisiana System, The UL Board of Supervisors, the University of Louisiana Monroe, and the State of Louisiana for any and all liability, responsibility, claims, and demands which arise or thereafter arise from any accidentals in relation to the program.

Signature: _____ Print Name: _____ Date: _____ CWID: _____

(Return signed form to Victoria George, vgeorge@ulm.edu or Sandel Hall 139)

ULM MENTEE ACKNOWLEDGEMENT OF RULES

By signing below, I acknowledge that as a participant of the ULM Mentorship Program, I must follow all ULM Student Rules and Policies, and abide by all Federal, State, and Local laws.

Additionally, by signing below I agree not to possess or consume alcoholic beverages while traveling to and from mentorship meetings. I further understand that if I choose to possess or use illegal drugs at any time during this event, I will be terminated from the program and will be charged with a violation of the ULM drug policy.

While participating in mentorship activities, I realize that all ULM Student Rules and Policies will be enforced. I further understand that my involvement in a Student Code of Conduct or criminal law violation will result in one or more of the following:

- Documentation
- Disciplinary action (including dismissal from the university)
- Being sent home immediately at my expense

I agree to represent the ULM Career Center and the University of Louisiana Monroe to the best of my ability by behaving in an appropriate manner and adhering to all ULM Student Rules and Policies.


Signature: _____ Print Name: _____ Date: _____ CWID: _____

ULM MENTEE PERSONAL VEHICLE WAIVER

ULM students driving personal vehicles for the purpose of attending university related activities must meet the following criteria:

- Have a valid driver's license.
- Have personal automobile liability insurance coverage.
- Have a current state inspection sticker and current registration papers.

 I certify that I meet ALL the above requirements.

 I, also, agree to hold harmless the University of Louisiana System, The UL Board of Supervisors, the University of Louisiana Monroe, and the State of Louisiana for any all liability which may result from mentorship trip activities.

Signature of Student Driver _____ Date _____

A copy of this document, along with a copy of the student's driver's license must be retained by the ULM Mentorship Program Director.

Signature of Program Director _____ Date _____

ULM MENTEE MEDICAL LIABILITY WAIVER

I attest that I am participating in the ULM Mentorship Program on my own free will and I hereby release the University of Louisiana Monroe, its faculty and staff, my Mentor and Mentor's workplace from any and all responsibility or negligence of any nature whatsoever. No binding special relationship exists between myself, the university, or my Mentor for injury or damage that may occur as a result of any medical care received, including but not limited to medical malpractice or treatment that is not in accordance with U.S. medical practice. Furthermore, I agree to hold harmless any Faculty, Staff, Mentor, Mentor's workplace, or the University of Louisiana Monroe for any medical decisions made on my behalf and I understand that I am financially responsible for all charges for any medical treatment received by me, whether or not paid by insurance. _____ (initial)

I understand and agree the University cannot be expected to control all of the risk articulated in this form, but may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. Neither the University, Career Center, nor my Mentor carry medical or accident insurance for mentorship activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance policies.

I also understand and agree that I am solely responsible for any special services necessitated by any existing medical condition or disability listed above, and that the University of Louisiana Monroe is not responsible in any way for the provision of such services.

Please list any special services you may require due to an existing medical condition or disability. _____

Signature: _____ Print Name: _____ Date: _____ CWID: _____

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