

**PROFESSIONAL MENTORING
PROGRAM**

TRUST **MENTOR** **SUPPORT**
BENEFITS
INVALUABLE
MENTORING
COACHING **TRANSFORMATIVE** **INSPIRING**
CREATIVE **EXPERT** **PROFESSIONAL**
GROWTH **DEVELOPMENT**

GUIDE FOR MENTORS

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Thank you for serving as a Professional Mentor within the College of Human Ecology at Kansas State University. The Professional Mentoring Program connects juniors, seniors and graduate students in Human Ecology with professionals in their field of study to provide networking, professional skill development and career advice in order to better prepare students to enter their professional careers. *These students are emerging professionals and we thank you for partnering with our college to empower these individuals as they grow their network, knowledge, skills and resources.*

Program Goals

- Provide a professional development opportunity for Human Ecology students
- Assist the student in establishing contact with a sage professional outside of the university setting
- Facilitate the student's transition into the professional community
- Engage K-State alumni and friends in a meaningful way for the benefit of our students

Mentor Responsibilities

Time Commitment

- Mentors/mentees should meet at least one hour per month by phone, video-conferencing or in-person.
- Pairs may choose to exchange emails between meetings to keep in touch.
- Commit to being engaged and accessible to your mentee.
- It is appropriate to offer to your mentee the opportunity to "shadow" you in your place of work. However, there is no expectation to offer an internship or job to your mentee.

Listen

- Listen to the needs and expectations of your mentee and offer advice and guidance.
- Help clarify your mentees goals and aspirations.

Challenge

- Ask thoughtful questions and provide feedback and guidance to your mentee.
- Encourage your mentee to explore new ideas and opportunities.

Be Honest

- Share your own experiences, resources and networks with your mentee.
- Offer your opinions, while respecting those of your mentee.

Mentee Responsibilities

Once a student has been assigned a mentor, they will attend a mandatory orientation meeting which will review their responsibilities as outlined below. *The mentee is:*

- Responsible for initial contact with their mentor and setting up the first meeting.
- Coached to be respectful of the mentor's time and to honor commitments.
- Coached to be open to constructive feedback from the mentor.
- Committed to the mentoring relationship until graduation.
- Committed to keep confidences and realize the mentorship is a professional relationship.

Getting Started

It is your mentee's responsibility to make initial contact with you. The first meeting should be planned by phone, in-person or videoconferencing (Skype, Zoom). Allow at least an hour to get to know one another, to set expectations and to formulate goals for the relationship. It is highly recommended to plan/schedule your next meeting at the end of each session. *The Mentor-Mentee Agreement shown on the next page articulates the baseline mentorship relationship expectations and can be used to assist in planning your communication/mentorship style.*

K-State College of Human Ecology Professional Mentoring Program Mentor-Mentee Agreement

We hope this program serves as a positive learning experience for both the mentor and mentee. We will utilize this relationship to discuss educational and professional activities and other topics that support the mission of the professional mentoring program.

Mentee's Name: _____
Preferred Method of Communication: _____
Phone: _____ Email: _____
Other: _____

Mentor's Name: _____
Preferred Method of Communication: _____
Phone: _____ Email: _____
Other: _____

1. The Mentoring Relationship will last until the mentor or mentee wishes to withdraw from the program, but it is expected that the pairing commit to at least one year. For purposes of the CHE Professional Mentoring Program, the formal relationship will terminate when a.) the mentor or mentee requests to terminate the relationship; or b.) the mentee graduates or is no longer enrolled in the College of Human Ecology at Kansas State University. Please notify the Program Coordinator, Austin Anderson, austin33@k-state.edu or (785) 532-2552 if any of these events occur.
2. We will meet (circle one): Weekly/Bi-Weekly/Monthly/Other _____ by Phone/Video Chat (Zoom, Skype, Facetime, etc.)/Other _____. At the end of each meeting, we will set up a time for the next meeting.
3. In between meetings, we will contact each other by Email/Text/Other: _____
4. All information between mentor and mentee shall be kept confidential, unless otherwise discussed and agreed upon by both parties.
5. The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback.
6. We have reviewed and discussed the role of both the mentor and the mentee described in the program guides and agree to the responsibilities of each role.
7. We understand the importance of goal-setting and will set and assess goals regularly. The following goals will serve as the driving force for our professional relationship:
 - a. _____
 - b. _____

Mentee's Signature: _____ Date: _____

Mentor's Signature: _____ Date: _____

The First Meeting

The Professional Mentoring Program is structured for the student/mentee to “drive” the relationship. However, during the first meeting, your mentee may need some guidance with appropriately building and driving this new professional relationship. The following are some suggestions for the first meeting with your student.

Getting to Know Each Other

Take time to share your “story” with your mentee and to learn their story. How did you decide to enter your field? What was college like for you? Did you participate in clubs/organizations? Did you complete any internships? Discuss your work history. What was your career path? Share your resume with your mentee.

Talk about mentoring

Discuss previous experiences with mentoring. What worked well or what could’ve been improved? What do you each hope to get out of the mentoring relationship? Share about some of your own mentors that have helped you grow and develop professionally.

Review the Mentor-Mentee Agreement

Take time to go through the Agreement. Outline expectations of how you will meet and the frequency of meetings. Agree that you will both respect one another’s time and respond promptly to emails and other correspondence. Responsibility and trust are the foundation of a good mentoring relationship. Discuss how you will establish accountability and the importance of honoring commitments.

As part of the Agreement, you will discuss **goals**. Ask your mentee what you can assist/guide them through this mentorship. What do you/the mentee hope to accomplish academically, professionally and has a mentoring pair? Put these goals and desired accomplishments in writing so they can be reviewed frequently to assess progress.

Plan the next meeting

It’s heavily suggested to set the time and day for the next meeting/phone call at the end of each session. Some pairs have found success in establishing the same day/time each month or week to establish routine. Have your mentee decide what they’d like to discuss during the next meeting and suggest they create an agenda that can be sent to you prior to the discussion. This helps your mentee drive the relationship. Most mentors and mentees will meet at least one hour per month. However, you and your mentee can decide what will work best for you.

Suggested Activities & Topics of Discussion throughout the Mentorship

- Discuss how to implement advice, strategies and experiences during the mentorship to make your mentee more marketable for employment upon graduation. Guide them in making a strategic career plan.
- Review your mentee’s resume, discuss cover letters, interviewing skills and overall job search strategies. Provide honest, constructive feedback and suggestions.
- Discuss professional development organizations, additional training/certifications and other activities in their career field that may be beneficial as part of their career plan.
- Invite your mentee to shadow you or an associate. Connect them with other professionals in your network. Share with them about a typical work day, projects and initiatives in your company.
- Discuss academics and balancing the demands of being a college student. Coach students to prepare and plan for a healthy work/life balance and make it part of their career plan. Share your own experiences and views. Hindsight can be enlightening. Share with your mentee what you wish you had known when you were in college, starting your first job, balancing work and personal life demands, etc.
- Provide feedback on your mentee’s “soft-skills.” Critique and offer suggestions about their communication style, handshakes, email communication and personal branding (dress, social media presence, etc.).
- Often times it can be difficult for students to see beyond their first job. Help them understand the importance of looking ahead and being prepared for the many opportunities that may be presented to them throughout their career. Also, help them understand that multiple factors contribute to their career plan and future opportunities: involvement with extra-curricular training, service through volunteering, establishing a healthy work/life balance, and any additional suggestions.

Meeting Preparation and Reflection

Pre-Meeting Forms

To help guide conversation and give you a road map for your mentoring meetings, we have developed a pre-meeting questionnaire designed to prepare mentors for their next meeting with their mentee. The use of these forms is optional. Mentors should provide this form to their mentee if they would like them to fill it out prior to a meeting. If you have any questions or need a copy of the questionnaire, please email austin33@k-state.edu.

Post-Meeting Surveys

You are invited to participate in a post meeting survey after each of your meetings. Your participation is voluntary and the information you provide will be kept confidential. The aggregated results from these surveys will be used to further improve the program for future participants, may be used in marketing materials, and/or presented to professionals in education and industry who focus on mentoring and professional development. Your feedback will remain confidential in each of these instances.

- **MENTEE Post Meeting Survey:** https://kstate.qualtrics.com/jfe/form/SV_6lrPT8of3jYwFGR
- **MENTOR Post Meeting Survey:** https://kstate.qualtrics.com/jfe/form/SV_0qbjKTWMoHgLgpL

Program Support

In order for you to have the best mentoring experience possible, please do not hesitate to contact the program coordinator at any time if you have questions or concerns. We will also keep in regular contact with you by sending monthly newsletters outlining suggested discussion topics/questions, suggested reading materials, articles, upcoming events, periodic evaluations and resources on our website <http://www.he.k-state.edu/mentoring>.

The mentoring relationship is intended to last until a student graduates. However, we ask that mentors and mentees evaluate their relationship on an annual basis. Due to other commitments or just a general lack of connectedness, pairings may decide to terminate their relationship earlier. Please let the coordinator know of any such decisions. Our hope is that mentors and mentees will remain a part of one another's professional network far beyond the time they were paired through the Professional Mentoring Program.

Any situation involving harassment, discrimination or misconduct should be reported immediately.

Full details can be found at: <https://www.k-state.edu/oie/resolution/>

Kansas State University Notice of Nondiscrimination:

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

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