

College of Human Ecology  
Kansas State University  
Mentor Handbook



## Mentor Responsibilities

### Time Commitment

- Mentors and mentees should meet at least an hour a 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 have your mentee “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.
- Do not be afraid to encourage them to explore new ideas and try new things.

### 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:

- Responsible for initial contact with their mentor and setting up the first meeting.
- Be respectful of mentor’s time and honor commitments.
- Be open to constructive feedback from mentor.
- Commit to the mentoring relationship until graduation.
- 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, and to set expectations and goals for the relationship. It is highly recommended that at the end of each meeting you plan when you will meet next.

The following document can be used as a roadmap:

### K-State College of Human Ecology Professional Mentoring Program

#### Mentor-Mentee Agreement

*The following form is a suggested document to share between the mentor and mentee to complete at the beginning of the relationship. The agreement and mentoring relationship may be terminated at any time, however it is anticipated that the pairing will agree to at least a year time commitment. At the end of the year, it may be decided to continue with the program or end the commitment. In either case, it is the hope that you will remain in contact.*

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. 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 Director, Pamela Erickson, [perick@ksu.edu](mailto:perick@ksu.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 agree that the mentor role will

be: \_\_\_\_\_  
\_\_\_\_\_

7. We agree that the mentee role will
- be: \_\_\_\_\_  
\_\_\_\_\_

8. Specific Goals to be achieved: \_\_\_\_\_  
\_\_\_\_\_

Mentee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The First Meeting

The Professional Mentoring Program is structured so that the student/mentee “drives” the relationship. However, during the first meeting your mentee may need some guidance and help with this.

The following are some suggestions and advice for the first meeting with your student.

### **Getting to know one another**

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? Internships? Discuss your work history. 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?

### **Review the Mentor-Mentee Agreement**

Take time to go through the Agreement. Outline expectations of how you will meet and how often. Agree that you will both respect one another’s time and respond promptly to emails or other correspondence. Responsibility and trust are the foundation of a good mentoring relationship. How will you establish accountability, and each do what you say you are going to do?

As part of the Agreement, you will discuss **goals**. Ask your mentee what you can help them with throughout the mentorship. What do you hope to accomplish? Also discuss the goals that you have for the relationship. Put these in writing so you both can review them frequently and assess progress.

### **Plan the next meeting**

It’s a good idea to set the time and day for the next meeting/phone call at the end of each meeting. 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 an hour once a month. However, you and your mentee can decide what will work best for you.

## Suggested Activities & Topics of Discussion

- Discuss what your mentee is doing now to be more marketable for employment upon graduation. Offer suggestions and help them develop a strategic plan.
- Review your mentee's resume, discuss cover letters, interviewing skills and overall job search strategies. Provide honest feedback and suggestions.
- Discuss professional development organizations or other activities in their career field they could become involved with.
- Invite your mentee to shadow you or an associate. Connect them with other professionals in your network.
- Discuss academics and balancing demands of being a college student. 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.
- Provide feedback on your mentee's "soft-skills". Critique and offer suggestions about their communication style, handshakes, email and social media.
- Discuss five year plans and career options with your students. Often times it can be difficult for students to see beyond their first job. Help them understand the importance of looking ahead and preparing for their second or third job opportunities.
- Discuss with them a typical work-day, projects and developments in your company.

## Program Support

In order for you to have the best mentoring experience possible, please do not hesitate to contact the program director at any time if you have questions or concerns. We will also keep in regular contact with you by sending monthly newsletters with updates and suggestions, 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 director know of any such decisions. Our hope is that mentors and mentees will remain a part of one another's professional network even if they are not formally a part of the Professional Mentoring Program.

Pamela Erickson, Program Director  
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