



## Mission

The Professional Mentoring Program connects students with professionals in their field of study who provide networking, professional skills and career advice in order to better prepare them to enter the work world.

## Program Goals

- Provide professional development opportunities for Health and Human Sciences students
- Assist the student in establishing contact with a 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

## How It Works

1. Current students, the MENTEE, and Alumni and Friends of the college, the MENTOR, apply to be in the College of Health and Human Sciences Professional Mentoring Program via [Wildcat Link](#)
2. Mentees are matched with professional Mentors based off field, location, major, and interests
  - a. Pairs are matched for one full year with the option to continue the current mentor/mentee relationship, be paired with a new mentor/mentee, or leave the program
3. Mentees are required to attend a mandatory orientation session with the Program Coordinator
  - a. The program coordinator will email about the orientation after you've been paired
4. The Mentor and Mentee will be introduced via email by the Program Coordinator

## Getting Started

**It is the mentee's responsibility to make initial contact with mentor.**

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 (see end of packet for sample expectation setting sheet). It is highly recommended to plan/schedule your next meeting at the end of each session.

The mentoring relationship is intended to last for one full year. **However, we ask that mentors and mentees evaluate their relationship each semester.** Due to other commitments or just a general lack of connectedness, pairings may decide to terminate their relationship earlier. Please let the Program Coordinator know if you would like to terminate your pairing, be repaired, or have concerns about your Mentor/Mentee.

## Additional Training/Program Resources

The Program Coordinator will regularly communicate with both mentees and mentors regarding discuss topics, suggested reading materials, training opportunities, etc. Participants are strongly encouraged to attend events hosted by the Professional Mentoring Program m, as well as other opportunities from the HHS Student Services department. Check the mentoring website for updates and news at [hhs.k-state.edu/mentoring](https://hhs.k-state.edu/mentoring).

## The First Meeting

The Professional Mentoring Program is structured for the student/mentee to "drive" the relationship. The following are some suggestions for the first meeting with your mentor.

## Getting to Know Each Other

Take time to ask your mentor about their “story” and be prepared to share your “story”, as well.

- 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?
- Please share your work history/career path.
- Would you mind sharing your resume or CV?

## Talk about mentoring

Discuss previous experiences with mentoring. If this is your first experience with mentoring, which will be the case for many mentees, the following are some suggested questions to ask your mentor to further understand how this relationship will work grow.

- What worked well or what could’ve been improved in past mentoring relationships?
- What do we hope to get out of the mentoring relationship?
- Would you mind sharing 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 Mentor-Mentee Agreement (sent separately during the introduction email).

- When and where will you meet and how often?
- Agree that you will both respect one another’s time and respond promptly to emails and other correspondence (within 24 hours).
- Discuss how you will establish accountability and the importance of honoring commitments.

As part of the Agreement, you will discuss **goals**. Prior to your first meeting, choose 1-3 areas would like to improve and get ready to discuss them with your mentor.

## Example Goals

- Get advice on career paths
- Discuss the real-world experience of your future profession
- Improve your resume/cover letter/ personal statement
- Explore professional organizations and ways to get involved

Ask your mentor for assistance in finalizing these goals. What do you hope to accomplish academically and professionally as a mentoring pair? Put these goals and desired accomplishments in writing so they can be reviewed frequently to assess progress.

## Plan the next meeting

Set the time and day for the next meeting/phone call at the end of each session! Most mentors and mentees will meet at least **one hour per month**. Decide what works for you and your mentor.

- Think about establishing meetings for the same day/time each month or week
- Agree on the topics for your next meeting
- Create an agenda that can be sent to your mentor

## Suggested Activities

- Meet for breakfast, lunch, or dinner

- Have a virtual coffee chat
- Ask your mentor to review your resume or cover letter
- Once you have an established relationship, cordially ask to shadow your mentor or an associate. If afforded the opportunity, gain additional professional networks through their connections while shadowing.
- Ask for feedback and further training on “professional soft-skills.” Some examples of soft skills: communication style, handshakes, email communication and personal branding (dress, social media presence, etc.).

## Topics of Discussion

- Career
  - Ask for their guidance in making a strategic career plan.
  - Gain their wisdom on successful job search strategies.
  - Gain as much knowledge as you can about your mentor’s typical workday, projects and initiatives in their company.
  - Allow your mentor to elaborate on the importance of looking ahead and being prepared for the many opportunities that may be presented to you throughout your career.
  - Ask your mentor about the multiple factors that contribute to your career plan and future opportunities: involvement with extra-curricular training, service through volunteering, establishing a healthy work/life balance, and any additional suggestions.
- Professionalism
  - Discuss how to implement advice, strategies and experiences during the mentorship to make yourself more marketable for employment upon graduation.
  - Use their experience and ask about/practice interviewing skills.
  - Discuss professional development organizations, additional training/certifications and other activities in their career field that may be beneficial as part of your career plan.
- Education
  - Discuss academics and balancing the demands of being a college student.

## Mentee Responsibilities

Once you are assigned a mentor, you will need attend a **mandatory orientation meeting** with the program coordinator to review the mentee responsibilities as outlined below.

### Time Commitment

- Responsible for initial contact with their mentor and setting up the first meeting.
- Respect the mentor’s time and to honor commitments.
- Be committed to meeting with your mentor at least once per month.
- Be committed to the mentoring relationship for the entire year of your pairing.

### Listen

- Be open to constructive feedback from the mentor.

### Be Honest

- Share your experiences, concerns, and questions.
- Be committed to keep confidences and realize the mentorship is a professional relationship.

## 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 the mentee.
- It is appropriate for mentors to allow their mentee the opportunity to “shadow” them at their place of work. However, there is no expectation to offer an internship or job to the mentee.

#### Listen

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

#### Challenge

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

#### Be Honest

- Share mentor’s own experiences, resources and networks with the mentee.
- Offer constructive opinions, while respecting those of the mentee.

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