

KANSAS STATE
UNIVERSITY

College of Human Ecology

**PROFESSIONAL MENTORING
PROGRAM**

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

GUIDE FOR MENTEES

AUSTIN ANDERSON

Professional Mentoring Program Coordinator
Ph: (785) 532-2552 | Email: austin33@k-state.edu
www.he.k-state.edu/mentoring
Twitter: @KStateMentoring

Mentoring is defined as a relationship between two people: the “mentor” and the “mentee.” Mentors share valuable skills, knowledge and insight with mentees. Both mentors and mentees will learn and grow throughout the mentoring process.

Thank you for participating in the College of Human Ecology’s Professional Mentoring Program. This program was created with your success in mind! Developing professional relationships and networks prior to graduation and in preparation for your career is an excellent opportunity. You will gain knowledge and insight from experienced professionals regarding your career field and professional skills that will assist you with the transition from the world of academics to the world of work. *You are an emerging professional and this program is built to empower you to further your professional network, knowledge, skills and resources.*

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 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

Mentee Responsibilities

Once you, the mentee, has been assigned a mentor, you will need attend a mandatory orientation meeting with the program coordinator, Austin Anderson, which will review your 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 meeting with your mentor at least once per month.
- Committed to the mentoring relationship until graduation.
- 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.

Getting Started

It is you, 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. It is highly recommended to plan/schedule your next meeting at the end of each session. *The Mentor-Mentee Agreement shown below 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. 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. Suggested questions: *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 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 (within 24 hours). Responsibility and trust are the foundation of a good mentoring relationship. Discuss how you will establish accountability and the importance of honoring commitments. Ask your mentor about what “being accountable” means in the professional world if you are unsure of expectations. For example, being on time to meetings and staying in regular communication with your mentor is a great start to building accountability.

As part of the Agreement, you will discuss **goals**. Prior to your first meeting, assess one to three areas you would like to improve or attain and draft goals. Ask you mentor for assistance in finalizing these goals. 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. Drive the relationship by agreeing on what you would like to discuss during the next meeting. Create an agenda that can be sent to your mentor prior to the discussion. This helps you stay focused and prepared which is respectful to everyone’s time. 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 and may plan to meet more frequently.

Suggested Activities & Topics of Discussion throughout the Mentorship

- Discuss how to implement advice, strategies and experiences during the mentorship to make yourself more marketable for employment upon graduation. ***Ask for their guidance in making a strategic career plan.***
- Ask your mentor to review your resume and cover letter. Use their experience and ask about/practice interviewing skills. Gain their wisdom on successful job search strategies.
- Be prepared to professionally accept your mentor’s honest, constructive feedback and suggestions at all times. Practice civil discourse when you have differing opinions. Observe your mentor and how they interact with you.
- Discuss professional development organizations, additional training/certifications and other activities in their career field that may be beneficial as part of your career plan.
- 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. Gain as much knowledge as you can about your mentor’s typical work day, projects and initiatives in their company.
- Discuss academics and balancing the demands of being a college student. Allow your mentor to coach you in an effort to prepare and plan for a healthy work/life balance. Make this part of your career plan.

- 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.).
- Often times it can be difficult to envision situations beyond your first job. 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.

Additional Training/Program Resources

The Program Coordinator will regularly communicate with both mentees and mentors regarding discuss topics, suggested reading materials, training opportunities, etc. Follow the HE Professional Mentoring on Twitter, @KStateMentoring, for further information. Attend any events that the Professional Mentoring program may be hosting, as well as other opportunities from the HE Student Services department. Check the mentoring website for updates and news at he.k-state.edu/mentoring. *As an emerging professional, use this program and all its offerings to further your professional network, knowledge, skills and resources.*

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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