



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.

Program Support

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. Check the mentoring website for updates and news at hhs.k-state.edu/mentoring.

The First Meeting

The Professional Mentoring Program is structured for the student/mentee to “drive” the relationship. 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 mentee.

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

Talk about mentoring

Discuss previous experiences with mentoring. 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**. Ask your mentee what their goals are for the relationship.

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
- What do you hope to accomplish academically and professionally as a mentoring pair?

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

- Review resumes or cover letters
- Invite your mentee to shadow you or an associate. Connect them with other professionals in your network. Share with them about a typical workday, projects and initiatives in your company.

Topics of Discussion

- Career
 - Give guidance in making a strategic career plan.
 - Share wisdom on successful job search strategies.
 - Elaborate on the importance of looking ahead and being prepared for the many opportunities that may be presented to you throughout your career.
 - Discuss the 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 a mentee is paired with a mentor, they 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.

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.

Revised Aug. 29, 2017.

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

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