AGENDA

Overview
- Alumni & Student Interest
- Our Mission
- Program Overview
- Mentor/Mentee Competencies

How the Program Works
- Getting Started
- 2018-2019 Program Calendar
- Next Steps
OVERVIEW

- Alumni & Student Interest
- Our Mission
- Program Overview
- Mentor/Mentee Competencies
Applications from:
- Over 100 students applied through College of Arts & Sciences (ASC) Center for Career and Professional Success
- 50+ ASC Alumni volunteered for the program through Alumni Association

Future of Mentoring Partnerships
- Continue improving and expanding the Mentoring Partnership Model
- Update the resources and tools
- Your feedback is important so be sure to complete the forms
- The Mentorship Manual is an evolving document
OUR MISSION

Connect students with alumni who serve as mentors in guiding student mentees in their professional career development.

A learning partnership where both the mentor and mentee create a shared vision of mentoring.

ASC Match 50 Mentor Program

A chance for mentors to relate their professional knowledge and skills while gaining personal satisfaction, feedback and networking opportunities.

An opportunity for mentees to take an active role in their learning and development.
The ASC Match 50 Mentor Program is facilitated through a partnership between the College of Arts & Sciences (ASC) Center for Career and Professional Success, the College of Arts & Sciences Office of Advancement, and the College of Arts & Sciences Alumni Society Board.

- You are NOT operating as a lone mentoring partnership.
  - You are involved in an organizational program where concerns, experiences, and support are shared.

- There are NO guarantees that mentees’ and mentors’ preferences will be met due to the availability of interested applicants.
  - Efforts will be made to match a mentor with a mentee who is interested in going into the field in which the mentor works.
The mentor and mentee pairs should make every effort to meet (in person, via phone or virtually) on their own at least once a month through the academic year.

All meetings must be in public places. Suggested places to meet: campus area restaurants on Lane or High Street (ex. Panera) or the Ohio Union.

Mentors are **NOT** responsible to pay for their mentee’s meals, nor vice versa.

Continued communication after the program ends has shown merit.

Mentors and mentees (if still eligible, 2nd or 3rd year students) are encouraged to apply to the program the following year to continue their relationship or be matched with a new mentee or mentor.

Alumnus visiting campus, please contact the Center for Career and Professional Success ahead of time to arrange for the pick-up of a parking pass.
The Buckeye Box (box.osu.edu) is designated to be a storage space for material that both the Mentor and Mentee can access during their mentoring experience.

- View/download items
  - Handbook
  - Various mentoring modules
  - Bi-monthly status reports
  - Other useful resource material
It is important the mentor and mentee establish rules of engagement early in the relationship. The article *Mentors and Proteges: Simple rules for Success* is highly recommended reading for both the mentor and the mentee and summarized here.

**Expectations**

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<tr>
<th>Mentor</th>
<th>Mentee</th>
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<tbody>
<tr>
<td>1. It's Not About You!</td>
<td>1. Cherish your Mentor's Time</td>
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<td>2. Always Maintain Confidences</td>
<td>2. Always Maintain Confidences</td>
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<td>3. Set and Enforce Boundaries</td>
<td>3. Learn from Your Mistakes</td>
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<td>4. Know Your Limitations</td>
<td>4. Clarify Your Expectations</td>
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<td>5. Keep Your Promises</td>
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<td>7. Reach Out to Junior Personnel</td>
<td>7. Respect the “Chain of Command”</td>
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<td>8. Don’t Sugarcoat Feedback</td>
<td>8. Be Receptive to Feedback</td>
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<td>10. Commit to Continuous Learning</td>
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*Note: Mentors and Protégés: Simple Rules for Success, CDL Mark A. Melanson, MS, USA*
WHAT IS A MENTOR?

“A wise and trusted counselor whose primary purpose is to teach and serve as a guide.”

- Provides guidance to meet the mentees needs.
- Encourages mentee to develop own goals and ideas.
- Provides teaching and learning opportunities for the mentee and the mentor.
- Seek out additional help for their mentee’s career interests (if outside their career field) with assistance from the Center for Career and Professional Success and the Alumni Association.

- Mentor is NOT responsible for conducting a job search for the student or offering the student an internship of full-time position with the company for which the mentor works. If possible, the mentor can choose to allow the mentee to shadow him/her on a workday.
WHY MENTORING?

Advantages of Mentors:

- Sharpen Skills while teaching others.
- Gain personal satisfaction, feedback and networking opportunities.
- Obtain renewed confidence and motivation to achieve own goals.
- Increase involvement at OSU
- Leave behind a positive legacy to the program, profession, and OSU community.
WHAT IS A MENTEE?

“One whose well being, training, or career is promoted by an influential person.”

- Identifies clear goals to achieve in the mentor relationship.
- Pays close attention to correspondence from their mentor.
- Comes prepared to ask questions.
- Reflects on his/her meetings with mentor.
- Shares progress and accomplishments.
- Learns from mentor’s successes and challenges.
- Shows their appreciation for their mentor’s time.
- Understands that a mentor is NOT responsible for conducting a job search for the student or offering the student an internship of full-time position with the company for which the mentor works. If possible, the mentor can choose to allow the mentee to shadow him/her on a workday.
WHY MENTORING?

Advantages of Mentees:

- Receive encouragement.
- Acquire knowledge and professional skills.
- Set and achieve goals
- Learn best practices
- Increase involvement at OSU
- Explore opportunities for career and personal growth.
HOW THE PROGRAM WORKS

- Getting Started
  - Four Phases of Mentoring
- 2018-2019 Program Timeline
- Manual Appendices
There are Four Phases of Mentoring:

- **Phase 1:** Orientation/Preparation
- **Phase 2:** Program Launch/Negotiating
- **Phase 3:** Enabling/Mid-Point Review
- **Phase 4:** Closure, Evaluation and Celebration
# Four Phases of Mentoring

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<thead>
<tr>
<th>Phase</th>
<th>Objectives</th>
<th>Goals</th>
<th>Forms/Resources</th>
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<tbody>
<tr>
<td>Orientation/Preparation</td>
<td>1. Self-preparation</td>
<td>Become better acquainted with your mentoring partner. Distribute and review the program handbook. Clarify the Partnership Agreement. Begin to develop mentoring partnership and community.</td>
<td>Program handbook, Mentoring Partnership Agreement</td>
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<td>2. Relationship preparation</td>
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<td>Program Launch/Negotiating</td>
<td>1. Define learning goals, success criteria and measurement, and roles and responsibility</td>
<td>Discuss topics: Defining individual goals for the partnership, how these goals will be achieved, and indicators determining success. Deciding how one learns matters. Addressing all items in the agreement form to include strategies for effective and efficient meetings and accountability.</td>
<td>Mentoring Partnership Agreement (Appendix A). Review Mentoring Basic 101 protocol and procedures Accountability Checklist (Appendix B)</td>
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<td>2. Agree on frequency and learning objectives (ex. In-person)</td>
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<td>2. Supporting by networking, practical experience, and professional development/classes</td>
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<td>Closure, Evaluation and Celebration</td>
<td>1. Reach learning conclusion and move on to next level of application 2. Situation can be passed on to other mentors</td>
<td>Provide a way to officially bring closure to the mentoring rotation. Acknowledge and congratulate the participants. Share perspective and feedback.</td>
<td>Final Individual Self-Reflections. Final Reflection Exercise. Final Overview Evaluation</td>
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PROGRAM TIMELINE

Fall Semester Starts
Tue 8/21/18

ASC Mentor 50 Kickoff
Thu 10/18/18

Last Day of Fall Semester/1st Session
Mon 10/22/18

Program L
Mon 10/22/18

Enabling Phase/Mid Point Review
Mon 11/12/18 - Fri 3/29/19

Spring Semester Starts
Mon 1/7/19

Last Day of Fall Semester/2nd Session
Wed 12/5/18

Last Day of Spring Semester/1st Session
Fri 2/22/19

Last Day of Spring Semester/2nd Session
Mon 4/22/19

Closure, Evaluation
Mon 4/1/19 - Wed 4/24/19

Finish
Match 50 Mentoring Program Forms:

- **Appendix A**: Mentoring Partnership Agreement
- **Appendix B**: Mentoring Introduction
- **Appendix C**: B-Monthly Mentoring Partnership Accountability Form
- **Appendix D**: Links to Online Forms