



THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

match**50**
mentorship 

PROGRAM KICK- OFF

2018 - 2019



Communities. Connections.

asc-careersuccess.osu.edu

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

ALUMNI & STUDENT INTEREST



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

**ASC Match 50
Mentor
Program**

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

An opportunity for mentees to take an active role in their learning and development.

PROGRAM OVERVIEW



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.

PROGRAM OVERVIEW; CONT.



Communication Process and Guidelines

- 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.

PROGRAM OVERVIEW; CONT.



Storage of Mentoring Resources

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

PROGRAM OVERVIEW; CONT.



Expectations

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.

<u>Mentor</u>		<u>Mentee</u>
1. It's Not About You!		1. Cherish your Mentor's Time
2. Always Maintain Confidences	↔	2. Always Maintain Confidences
3. Set and Enforce Boundaries		3. Learn from Your Mistakes
4. Know Your Limitations		4. Clarify Your Expectations
5. Keep Your Promises	↔	5. Keep Your Promises
6. Listen and Ask Questions		6. Genuinely Consider Advice Given
7. Reach Out to Junior Personnel		7. Respect the "Chain of Command"
8. Don't Sugarcoat Feedback	↔	8. Be Receptive to Feedback
9. Be Yourself		9. Bring More Than Just Your Problems
10. Commit to Continuous Learning	↔	10. Commit to Continuous Learning

* Note: *Mentors and Protégés: Simple Rules for Success*, COL 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 or 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

GETTING STARTED



There are Four Phases of Mentoring:

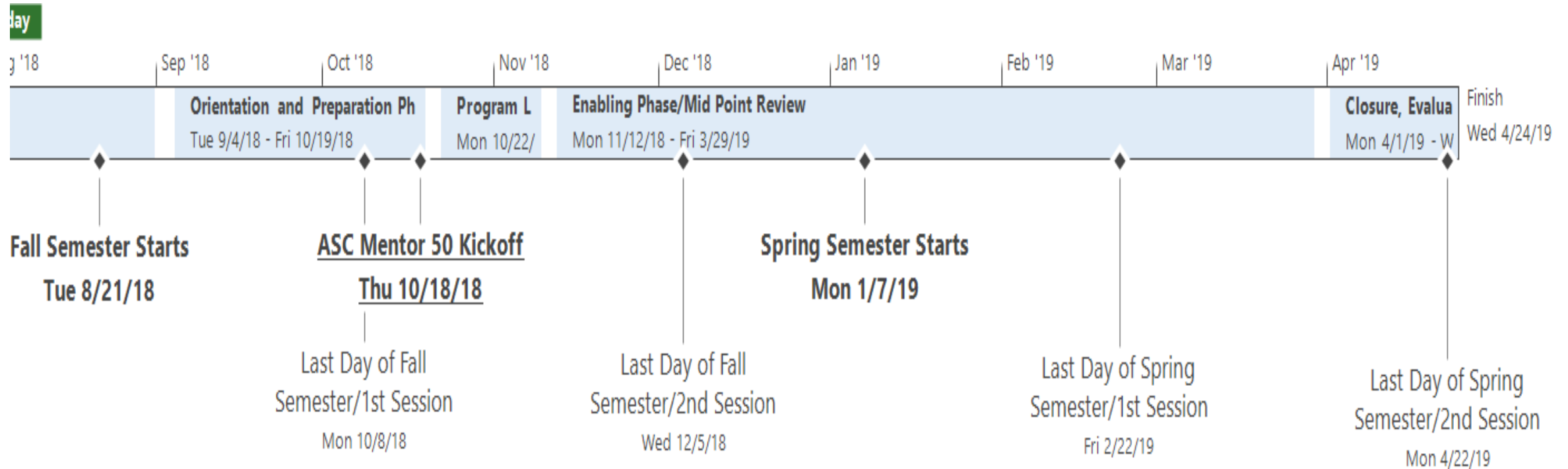
- Phase 1: Orientation/Preparation
- Phase 2: Program Launch/Negotiating
- Phase 3: Enabling/Mid-Point Review
- Phase 4: Closure, Evaluation and Celebration

Four Phases of Mentoring



<u>Phase</u>	<u>Objectives</u>	<u>Goals</u>	<u>Forms/Resources</u>
Orientation/ Preparation	<ol style="list-style-type: none"> 1. Self-preparation 2. Relationship preparation 	Become better acquainted with your mentoring partner. Distribute and review the program handbook. Clarify the Partnership Agreement. Begin to develop mentoring partnership and community.	Program handbook, Mentoring Partnership Agreement
Program Launch/ Negotiating	<ol style="list-style-type: none"> 1. Define learning goals, success criteria and measurement, and roles and responsibility 2. Agree on frequency and learning objectives (ex. In-person) 	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.	Mentoring Partnership Agreement (Appendix A). Review Mentoring Basic 101 protocol and procedures Accountability Checklist (Appendix B)
Enabling/Mid-Point Review	<ol style="list-style-type: none"> 1. Learning and development 2. Supporting by networking, practical experience, and professional development/classes 	Recommended modules. Reflection Exercise (where are you in your partnership). Bi-Monthly Evaluation.	Bi-Monthly Evaluation.
Closure, Evaluation and Celebration	<ol style="list-style-type: none"> 1. Reach learning conclusion and move on to next level of application 2. Situation can be passed on to other mentors 	Provide a way to officially bring closure to the mentoring rotation. Acknowledge and congratulate the participants. Share perspective and feedback.	Final Individual Self-Reflections. Final Reflection Exercise. Final Overview Evaluation

PROGRAM TIMELINE



MANUAL APPENDICES



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