Mentee Orientation Manual

I.M.P.A.C.T

Integrity, Mutuality, Patience, Authenticity, Collaboration, and Trust.
# Mentee Orientation Manual

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WELCOME
We are excited to have you affiliated with FAU and hope that you are adjusting to your new environment. We want you to take full advantage of the opportunities presented to you through TMP. For the remainder of this year, TMP mentors and staff will guide, push, and pull you to new heights both personally and professionally.

WHAT IS THE MENTORING PROJECT?
The Connections Mentoring Program (a component of The Mentoring Project) is a new initiative at FAU providing mentors to incoming, first-year students to promote student success through engagement. The goal is to support all students to help them reach their full potential in their collegiate experience. We hope to display Integrity, Mutuality, Patience, Authenticity, Collaboration, and Trust with all students and mentors during their time at FAU.
At the core of Connections is a sincere, trusting partnership between students and their faculty/staff/peer mentors designed to support them throughout their undergraduate years, with the ultimate goal of developing global leaders in the academy, industry, and society.

MISSION.VISION.VALUES.GOALS
Mission
To promote student success by increasing student engagement through mentoring programs.

Vision
Creating a campus environment where all students can confidently state who their mentor is and how mentoring has impacted their student success at FAU.

Values
The mentoring project values I.M.P.A.C.T. - Integrity, Mutuality, Patience, Authenticity, Collaboration, and Trust.

Goals
- To foster a sense of belonging to the FAU community
- To help build strong mentor-mentee relationships
- To encourage participation in campus events, student clubs, research and internships
- To connect students with campus resources and academic support
FREQUENTLY ASKED QUESTIONS (FAQs)

WILL I ONLY WORK WITH ONE MENTOR?
Yes. Initially you are only paired with one mentor, however if for whatever reason your mentor cannot continue with the program or you would like a new mentor you will be rematched.

CAN I USE MY MENTOR TO HELP FIND A JOB OR AN INTERNSHIP?
No. The Mentoring Project Connections Program does not provide mentees with employment or internship opportunities. However, a mentee can seek career advice from her mentor on a current or future career path.

WHAT ARE THE BENEFITS OF BEING A MENTEE?
Mentees often express that mentors are an invaluable resource. Studies also show that students with mentors: positively adjust to college, are more likely to graduate, have a greater overall satisfaction with their college experience, increase their self-efficacy and perceived confidence in their ability, and fare better on other key measures of college success than students who lack mentoring connections.

HOW WAS I MATCHED?
Connections mentors and mentees are paired accordingly after profiles have been reviewed. The Mentoring Project staff identifies points of correlation between applicants to best match areas of support that mentors can provide to each mentee. Mentors are selected to provide mentees with the opportunity to develop an ongoing relationship that promotes personal growth, retention, and that may potentially continue beyond the time span of the program.

WHAT ARE THE PROGRAM EXPECTATIONS?
- Commit to one (1) academic school year
- Meet mentor three (3) times per semester
- Complete end of the year assessment
- Attend events as available
- Address any concerns regarding your match

THE MENTORING PROJECT STAFF CONTACT LIST

<table>
<thead>
<tr>
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WHAT IS MENTORING?

Mentoring, which comes from the Greek word meaning “enduring” - is defined as a trusted and sustained relationship between two or more people. Mentoring is a relationship, usually between a new student (the mentee) and a more experienced student (the mentor) who can help a mentee settle in and inspire and motivate the mentee to make the most of their university experiences.

What is the difference between a mentor and an advisor?

<table>
<thead>
<tr>
<th>Connections Mentor (TMP)</th>
<th>Freshman Advisor (UAS)</th>
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<tbody>
<tr>
<td>Optional for freshman year</td>
<td>Required for freshman year</td>
</tr>
<tr>
<td>Guides mentees in building relationships with faculty and staff</td>
<td>Helps advisees get familiar with academic life at FAU</td>
</tr>
<tr>
<td>Offers encouragement and helps to improve mentee self-confidence</td>
<td>Assists them to choose their fall, IAP, and spring classes</td>
</tr>
<tr>
<td>Assists with goal setting</td>
<td>Meets with advisee to discuss how classes are going</td>
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<tr>
<td>Provides proactive support</td>
<td>Keeps track of student academic progress</td>
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<tr>
<td>Connects mentees to helpful people and resources</td>
<td>Gives advice on time management and learning strategies</td>
</tr>
<tr>
<td>Helps mentees find creative solutions to problems or issues</td>
<td>Provides guidance through the process of choosing a major</td>
</tr>
<tr>
<td>Discusses mentee ideas</td>
<td>Provides advice and refers students to resources</td>
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<tr>
<td>More flexibility to meet mentee needs</td>
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A Mentor:

- Helps you learn from his or her experience.
- Can be a fantastic resource for investigating future colleges, careers, and your community.
- Provides advice to help you evaluate your options and make better decisions.
- Helps you access to a new world of ideas and experiences.
Benefits of a Mentor:

- Benefit from another person’s vision, experience, and learning
- Talk with experienced people in your field/major
- Grow in personal power and ability

What to expect from your mentor:

- Environment for meetings will feel comfortable
- Help you feel at ease in discussing any academic or social difficulties you may encounter
- Understand and empathize with various circumstances and experiences
- Be encouraging
- Make appropriate referrals to resources to facilitate academic, personal, and professional development
- Improve mentee self-efficacy (perceived confidence in abilities)

A Mentor will be your own private source of objective advice, someone with experience in setting and achieving goals, and someone who wants to share those abilities with you.

CONFIDENTIALITY

Can you tell me a little more about confidentiality?
Confidentiality is paramount and often misunderstood. Maintaining your confidentiality is one of the ways that your mentor demonstrate respect for you and reinforces their position as a mentor.

Your mentor will not share confidential information with friends, other students, etc. You must always be able to share problem situations and/or seek assistance from the TMP staff. Your first resource is always the TMP staff - when in doubt, check with them - they operate under similar confidentiality guidelines and may be able to help you put your information into a larger context.

Is there any case when confidentiality can be broken? Yes! Please see below.
Each FAU employee is considered a responsible employee and therefore cannot give or promise confidentiality to students when it comes to any Title IX complaints. Title IX complaints encompass all sexual misconduct issues, including sexual harassment, stalking, sexual assault, sexual battery, dating/domestic violence. You are required to report anything you hear regarding our students and sexual misconduct to the Dean of Students Office (https://publicdocs.maxient.com/incidentreport.php?FloridaAtlanticUniv) and/or The Office of Equity, Inclusion and Compliance. The only FAU offices who can provide confidentiality are the Counseling and Psychological Services and Student Health Services.

A mentor is obligated to share information when he/she believes that his/her mentee’s safety is in danger, or the safety of another person is in jeopardy! In this case a mentor is advised to contact the Dean of Students Office, the Police Department or the Center for Counseling.
ROLE OF A MENTEE

By choosing to become a Mentee you’ve already made a special commitment to yourself and to your Mentor to define and reach your goals based on your vision of the future. Wherever you want to go, a partnership with your Mentor will help to get you there.

- Allow your mentor to take the lead in the relationship, at least initially. Listen and respect the opportunities, limitations and format of the relationship he or she is able to provide for you. Always act with courtesy and respect towards your mentor.
- Pay attention to your Mentor’s e-mails and respond in a timely fashion.
- Use active listening skills during discussions with your mentor.
- Prepare your goals and objectives before you meet with your mentor. Be prepared to ask for specific guidance and advice on your goals. The more specific you can be, the easier it will be for your mentor to help you.
- Take the initiative to ask for feedback. Feedback, although difficult to hear at times, is critical to your personal and professional growth and development. Demonstrate that you are open to hearing new ideas and suggestions to bring out your best and overcome any blind spots. Ask for specific details to ensure you understand specific behaviors. Tell your mentor how you prefer to get feedback (for example, direct, with humor, softened). Don't get defensive.
- Thank your mentor for taking the risk to be honest with you. Remember, if your mentor was not invested in you, he/she would probably not take this risk. Honest feedback gives you an opportunity to improve yourself and help you to move towards fulfilling your potential.
- Always be considerate and respect your mentor’s time as you do your own.
- Return all communication promptly and be on time with commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through.
- Seriously consider all advice or suggestions you receive.
- Demonstrate that you have followed advice or commitments for action at every opportunity, even if you have modified your plan. Pointing out that you used your mentor’s help and sharing outcomes is important.
- Make only positive or neutral comments about your mentor to others. If you disagree with your mentor’s values, behaviors, or attitudes, discuss it with him/her directly. Respect your mentor’s confidence and trust.
- Assume the mentoring connection will be strictly professional. This does not mean you cannot be yourself, or you cannot be friendly. Let your mentor take the lead in establishing a more friendship based connection. Do not intrude into your mentor's personal life or expect to be close friends. If you have a cross-gender connection, any romantic involvement is inappropriate.
Getting Started

Questions: Here are some questions you can ask to find out about your Mentor:

- What are your plans for after graduation?
- What do you like most about your work? Least?
- What kinds of things do you do at work in an average week?
- In what ways did your education prepare you for your career?
- If you could go back to college, what would you do differently?
- Why are you interested in being a Mentor?
- How did you choose your career path?
- How do you define success? What do you think is most important for success?
- Did you, or do you, have a Mentor? How did that person help you?

Here are some questions your Mentor may ask you -- and some tips for how to answer them!

- “Tell me about yourself . . .” | Keep the focus on yourself, not your family or friends. | Concentrate on your strengths and goals.
- “How is school going/what classes are you taking?” | Mention classes, subject matter, grades, and activities. Be specific. | Try to balance negative experiences with positive steps you are taking.
- “What do you plan to do after you graduate from Florida Atlantic University?” | Express your thoughts even if you are not certain and/or are considering several options. | Be specific if you have definite plans.
- “Where do you hope to be next year/in five years?” | State your goal, if you have one. Be realistic -- five years isn’t that far away! | Focus on your academic or career plans. If you are comfortable with the idea, you can include your personal life. | You might also want to ask your Mentor the same question.

A List of More Ideas (What to talk to your mentor about)

- Talk with your Mentor about his or her job.
- Find out how your Mentor got his or her job. Did he or she have to train for it? What classes did he or she take?
- Have your mentor describe what he or she does specifically. Ask if this is different than what he or she planned on doing when he or she was in college.
- Ask whether your Mentor worked while in college, and what he or she learned from those jobs.
- Discuss career options.
- Discuss questions that you may expect during a job interview.
THINGS TO DO WITH YOUR MENTOR

Ideas for yourselves:
- Engage in similar hobbies
- Cultural events on campus
- African Students’ Association cultural night (in the fall)
- Free tickets from the Office of the Arts ([http://web.FAU.edu/arts/see/freetickets/index.html](http://web.FAU.edu/arts/see/freetickets/index.html))
- Women’s & Gender Studies ([http://web.FAU.edu/wgs/index.ml](http://web.FAU.edu/wgs/index.ml))

Activities through FAU:
- Photo Scavenger hunt across campus
- Food Competition (Baking or Cooking)
- Creating a collage of what comes to mind when you think of FAU
- Discuss TV lineup of your favorite shows or websites
- FAU sports game
- Community Service or Service Project through the Public Service Center
- Museums (Science, Fine Arts, Contemporary Art)

SUGGESTIONS FOR A SUCCESSFUL RELATIONSHIP WITH YOUR MENTOR

- Discuss honestly and clearly with your mentor the expectations that you both have for the mentoring relationship. It is important that you both understand each other’s goals and expectations so that you avoid confusion. Also recognize that the goals of mentoring may change during the course of your time in TMP; continuous dialogue is important.

- Establish a comfortable schedule of contact with your mentor. Even if specific questions do not arise, you should stay in regular contact with your mentor; try for at least once every month.

- Seek advice and be proactive: Do not assume that advice will be offered if not solicited or that your mentor is aware of all your needs.

- Plan ahead for your meetings, phone calls, text messages and email conversations with your mentor.

- Share concerns, problems, and celebrations with your mentor.

- Seriously consider the advice given by your mentor. And, share your own experience, intuition, and values to increase your mentor’s understanding of your position and perspective. Be an active—not a passive—partner in this relationship.

- Show appreciation for the time and assistance given by your mentor.

- AGAIN, remember that relationships are two-way avenues. Learning occurs in both directions!