

CAL MENTORING BEST PRACTICES GUIDE

Discipline-Specific Mentoring

This guide will assist you in maintaining the discipline specific mentor-mentee relationship. It contains various suggestions and activities to guide you in your efforts to achieve the goal of this program, which is to:

Support CAL students (usually juniors and seniors) in meeting with and working with professionals in the community that will assist them in preparing for their future careers.

THE STUDENT'S ROLE

It is the student's responsibility to initiate the first contact in the mentor-mentee relationship. This program is designed to teach a student how to work with, and learn from professionals. The student should come to you with a clear understanding of what he/she hopes to gain by working with you. The program is designed to be student driven.

MOVING FORWARD

After the first meeting, it is the responsibility of your mentee to keep the lines of communication open. This means they will contact you, as appropriate, to inquire about various issues, dilemmas and requests for advice. Your response to their queries, by returning their phone calls and emails, is appreciated and expected.

Regular communication between you and your mentee is the key to achieving the objectives of the program. The Center of Advancement of Leadership will assist you by sending monthly emails to both you and your mentee every month during the academic year. These emails will convey ideas to assist you in maintaining a positive and consistent flow of communication between you and your mentee.

We have also included in this packet discussion templates that can be used to stimulate conversations for your meetings. If the mentee desires to use one of these templates s/he will notify you ahead of time so that you can be better prepared to answer the questions. The templates are completely optional and are merely an aid for you and your mentee.

The mentoring relationship will last one academic year (at minimum) or longer based upon the mentor's time. As long as your mentee is involved in the CAL program and even after. As a discipline specific mentor we hope to utilize your expertise to assist other students (even a student team) each academic year for as long as you wish to participate as a mentor.

SUGGESTED ACTIVITIES

The following is a selected listing of activities and endeavors from which you student mentee might benefit:

- As was previously mentioned, there are a variety of topical templates that you may use with your mentee. Please refer to this book or download from our website at www.uvsc.edu/leadership.
- Think about and discuss with your mentee what they need to be doing now to be marketable and employed when they graduate. Offer suggestions and lay out a monthly or yearly strategic plan.
- Ask to see a copy of your mentee's professional resume and cover letter. Review and give your mentee feedback, or forward it to your hiring manager for review. If appropriate offer to be a reference.
- Encourage them to join American toastmasters or other soft-skill enhancing programs or, per their chosen degree and interest, they should join an organization that will help them get ahead such as: the American Marketing Association, the Society for Human Resource Management, the American Management Association, etc... as a student member.
- Invite your mentee to shadow you, or an associate, for a few hours or a day. Nothing is as eye opening as reality.
- Send your mentee relevant articles that will broaden their perspective in your field. Encourage them to subscribe to, and read magazines and journals within your profession.
- Involve your mentee in community projects or endeavors in where you have a role.

- Invite your mentee to join you in a social activity where other professionals or clients are involved.
- Have them accompany you on a client visit or to make a follow-up business development call.
- Email your mentee and ask how their academic classes are progressing.
- Give feedback on your mentee’s professional attitude, presence and conduct. Critique and suggest improvements on such things as handshake, smiling, and articulation.
- Offer the names of associates to your mentee for the purpose of meeting, networking and further career discussions. A second spin on industry trends can be priceless.
- Give your student an assignment: ask them to identify the business segment, industry, or company where they aspire to work.
- Invite them to attend a morning staff meeting, a professional association meeting, or a production meeting with you. Let them see what a real business meeting is like.
- Inquire about your mentee’s co-op and internship endeavors. All students should have some sort of professional experience on their resume by the start of their senior year. Offer assistance and networking with securing such internship, co-op, or part time job placement.
- Discuss projects and developments in your company and industry such as:
 - Technology and trends
 - Time management; business vs. personal time
 - Globalization
 - Competition and marketing
 - Ethics in the workplace
 - -Diversity

ANNUAL SOCIAL EVENT

The Center of Advancement of leadership hosts and annual social event in April to “wrap up” the academic year. This is an opportunity for the Center of Advancement of Leadership to recognize you and your efforts; for you to meet and network with other mentors; to meet other student mentees; to meet CAL staff; and to be present when the “Mentor of the Year” award is announced. Formal invitations will be mailed to both you and your mentees in March. Your attendance is not dependant on your mentees attendance, and vice versa.

If you have any comments or concerns feel free to contact us.

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