STUDENT & ALUMNI MENTORSHIP PROGRAM

MENTOR HANDBOOK
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Mentor Program Mission
To connect undergraduate students with alumni who are established in their careers, in order to foster personal and professional growth through the practical application of networking skills, relationship building and career-related development.

Program Goals
- Develop tools and resources to make informed career decisions.
- Through coaching and feedback, develop leadership, teamwork, creative thinking and interpersonal skills.
- Seek advice on personal growth, academics and career-related topics.
- Participate in a forum for the observation, practice and mastery of professional networking skills.
Mentor Responsibilities:
- Respond to your Mentee
  - If your mentee reaches out to you for help/advice on professional, academic, or personal issues.
- Meet in person with your Mentee
  - We strongly recommend meeting with your mentee at least twice during the semester and joining them at the end-of-year luncheon.
- Attend program events when possible
- Be encouraging, open, and supportive
  - Share your ideas, experiences, resources and network with your Mentee.
- Ask open questions
  - Engage and be an active listener
- Review and sign the Mentor Agreement

Your First Meeting
It is the Mentee’s responsibility to make the first contact and set up the first meeting. For first meetings it is recommended you meet over a lunch if the Mentor is available, or a phone call if not. There are many alternatives to the first meeting including a coffee or quick break after classes and work.

The Mentor is not responsible for the Mentee’s expenses which may occur as a result and vice versa. However, the Mentor is welcome to treat the Mentee if they wish.

Topics of conversation for the first meeting will vary but there are a few objectives:
1. Become acquainted
2. Establish communication expectations including frequency and method (email, phone, face-to-face, etc.)

Becoming Acquainted
Questions to ask your Mentee:
- Why did you want to be part of the CALS Mentor Program?
- What excites you? What are you passionate about?
- Why have you chosen your major?
- What is your biggest immediate fear?
- What pressing career/academic needs can I help address as your Mentor?
- Who is your role model? Why?
- For what types of companies or organizations are you hoping to work?
- Describe your ideal internship/job/company.
- Tell me about your experiences with mock interviews, resume critiques & networking.
- What concerns you most about applying for internships and jobs?
- Where would you like to live after graduation?
- What questions do you have for me?
- When and how should we communicate next?
After your First Meeting

It’s easier to get connected as Mentors and Mentees than to stay connected. Regular communication is key — enabling the mentoring relationship to thrive and become mutually beneficial.

The Mentee is responsible for reaching out to the Mentor at least once a month, whether it’s via email, phone, in-person or video chat. We also recommend you meet together in-person twice during the length of the program.

Though it’s the Mentee’s responsibility to contact the Mentor, more often than not, Mentors and Mentees will reach out to each other equally.
Suggested Activities

- Discuss what your Mentee needs to be doing now to be marketable and employed at graduation. Offer suggestions and lay out a monthly or yearly strategic plan.
- Ask to see a copy of your Mentee’s professional resume, cover letter, LinkedIn profile and/or elevator pitch. Review them and give your Mentee feedback or forward it to your hiring manager for the same.
- Encourage your Mentee to join American Toastmasters or other soft-skill enhancing programs.
- According to their chosen degree and interests, encourage them to join professional organizations as a student member.
- Invite your Mentee to shadow you, or an associate, for a few hours or for an entire day.
- Send your Mentee relevant career articles as well as encourage them to subscribe to and read relevant magazines and journals.
- Involve your Mentee in community projects and endeavors in which you have a role.
- Invite your Mentee to join you in a social activity where other professionals or clients are involved.
- Ask your Mentee how their academics classes are progressing.
- Give feedback on your Mentee’s professional attitude, presence and conduct. Critique and suggest improvements on handshake, smiling, posture and articulation.
- Ask them to identify and research their favorite careers.
- Offer the names of associates to your Mentee for the purpose of meeting and further career discussion, i.e. an informational interview.
- Have them attend a morning staff meeting, a professional association meeting, or a client meeting with you.
- Encourage your Mentee to connect with you on LinkedIn.
- Inquire about your Mentee’s internship endeavors. Your Mentee should have at least one internship experience on their resume by the start of senior year.
- 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 work place
  - Diversity
- Discuss the different between “business professional” dress and “business casual” dress.
- Suggest that your Mentee take a self-assessment test, such as StrengthsFinder. Help your Mentee discover and develop their natural talents.

Career Development

Often in the Mentor-Mentee relationship career and professional conversations will occur. Recognizing this, students also have access to the Career Services Center at the University of Idaho, and the College of Agricultural and Life Sciences liaison. We recommend that mentee’s take advantage of their one-on-one assistance as well, to supplement the mentorship experience. More information can be found at https://www.uidaho.edu/current-students/career-services.

CALS Career Services Contact: Wendy Wegner - wwegner@uidaho.edu
End-of-Year Luncheon
To celebrate the success of the Mentors and Mentees in the UI CALS Mentorship Program an End-of-Year Luncheon will be held. This luncheon will serve as an opportunity for a final meeting, last words of advice, and some final programming before the semester of mentorship transitions into the Mentee entering their own individual experience.

Personal Respect and Harassment
All endeavors taken during the Mentorship Program should comply with the University of Idaho Student Code of Conduct, and agreement signed prior to the engagement in the Mentorship Program.

Materials Provided
Support Materials and program contact information can be found on the University of Idaho CALS Mentorship Program webpage. Supplementary materials that the program director sees fit, will be distributed accordingly.

A monthly newsletter will be published with events, ideas, and resources to further benefit the mentorship program.

Contact Information
If at any time during the program you encounter questions or concerns, please reach out to project coordinator and CALS Advancement Intern Dustin Winston at:

Dustin Winston
wins5749@vandals.uidaho.edu
208-550-5698

Or, CALS Director for Communications and Strategic Initiatives, Carly Schoepflin:

Carly Schoepflin
craska@uidaho.edu
208-885-4037