



Cumberland UNIVERSITY

MENTOR PROGRAM

Mentor Expectations & Guidelines

The Cumberland University Office of Advancement and Alumni Relations, in partnership with the Office of Career Services & Internships, is proud to announce the Cumberland University (CU) Mentor Program.

This program encourages alumni, community members, and friends of the university to partner with mentees - students and alums - in order to share professional and personal experiences. Mentees are able to learn from their mentors, gaining wisdom from the educational and professional experiences of their mentors. Mentors inspire, motivate and support their mentees, thus, better preparing future CU alums and making the CU experience greater for all. Mentors will share their knowledge, experience and insight as well as opportunities and challenges they have faced in their professional lives. The program is a way to engage our mentors in the educational and career success of Cumberland students.

The mentor program will further CU's mission of providing a contemporary liberal arts education to students seeking a high-quality, personalized college experience, which will empower them not only to have a *successful and productive career*, but to *thrive intellectually, professionally, personally, and spiritually for a lifetime*. In addition, this program fulfills our vision statement: Cumberland University will be a distinguished scholarly community that prepares its students not simply to have successful careers, but to lead impactful lives.

In this age of virtual meetings, mentors do not have to live locally to be part of Cumberland's Mentor Program. Meetings may be held either face-to-face or virtually. The program will continue to evolve to meet both the mentors and mentees needs. Mentors may reach out to Courtney Vick, Senior Director of Annual Giving & Alumni Relations at 615-547-1332 or cvick@cumberland.edu. If mentees need additional assistance, please have them reach out to LeAnn Blevins, Director of Career Services & Internships at 615-547-1357 or lblevins@cumberland.edu. Feedback is always welcomed and greatly appreciated.

How Do I Get Started? - Step 1

- ✓ If you are interested in being part of the CU Mentor Program, please fill out the mentor application form at the link below:
<https://docs.google.com/forms/d/e/1FAIpQLSfissG33Lsm2Cy0awCHYEE4vztrwQHSy xv0M3AvYx3Bv9KxA/viewform>
- ✓ You'll get a call from the Alumni Relations or Career Services offices to talk more about your passion to serve as a mentor.
- ✓ The Alumni Relations and Career Services offices will match you and an email will go out to connect the two of you.

Contacting Your Mentee - Step 2

- ✓ After you receive your mentee's contact information, please schedule a time for the two of you to either meet in person or by video conferencing (ZOOM, Hangouts, Skype, etc.). If you need assistance utilizing these programs, we are happy to help you get them set up.
- ✓ During your first meeting, please complete the Mentor and Mentee Goals & Objectives Form:
https://docs.google.com/forms/d/e/1FAIpQLScqq8pqjt4rUp3jsnieucQ3lObxcVnwrnRiw xct8Jo3_HyKAw/viewform
- ✓ You and your mentee will determine and develop the nature of your mentorship dependent upon the mentee's needs. Below are a few ideas to get you started:
 - Career advice
 - Post-graduation advice
 - Goal setting and accountability – help them set **SMART goals (specific, measurable, achievable, realistic, timely)** and then help hold them accountable
 - Spiritual advice/guidance
 - Encouragement – check-ins throughout the mentorship other than the monthly meetings

Guidelines

- Mentors will be placed on an as needed basis based on our student need. In the event that we do not have enough mentees for all mentors in a given semester, we will keep mentor information in our database for future semesters. If a mentor is unable to be placed, he or she may work with the Office of Advancement & Alumni Relations to determine other ways to be involved.
- Mentors are encouraged to develop a mentoring arrangement with a mentee that works best for both parties.
- We'd like for you to interact with your mentee at least once per month either in-person (ideally) or virtually for a semester commitment (August-December, January-May, or

May-August). Scheduling the dates up front and adding them to your calendar immediately can be helpful to keep both the mentor and mentee on track or you can schedule them after each meeting.

- If you are interested in supporting CU but do not have the time to devote to the CU Mentor Program, please let us know and we can work with you on alternative arrangements to meet your needs and schedule.
- During your first meeting, outline the terms of the mentorship, including expectations for time commitment, preferred communication methods, goals of both parties, and activities. (Refer to STEP 2 for a more detailed description)

https://docs.google.com/forms/d/e/1FAIpQLScqq8pqjt4rUp3jsnieucQ3lObxcVnwrnRiwxt8Jo3_HyKAw/viewform

- Complete the CU Mentor Progress Report (Google Form) after each scheduled meeting.

Progress Report - Step 3

<https://docs.google.com/forms/d/e/1FAIpQLSd6b0-T9FeMLX6fRLceUvzT81ZWqe-InmTzdg0T2vzbi4gcFQ/viewform?pli=1>

- Communicate by email, text or phone in between meetings.
- At the end of each semester, complete the End of Semester Evaluation

End of Semester Evaluation - Step 4

<https://docs.google.com/forms/d/e/1FAIpQLScjRMuiRblFbNOzZE6oGkXAS9S3Tu3HTNTxjHlX9o16cfJlcg/viewform>

- We hope that you will get just as much out of this mentorship as your student mentee. We want to make this opportunity as convenient and positive as possible. Please know that we are here to support you.

When to Contact CU Staff

- When you haven't heard from your mentee in two weeks despite sending a gentle reminder.
- In the event of any misconduct or serious concerns, please immediately report any issues to Courtney Vick or LeAnn Blevins.
- If a student divulges instances of abuse, violence, victimization and/or self-harm, the CU Mentor Program mentors are obliged to contact Cumberland University staff. In the rare case that a student discloses information of this nature to you, follow these steps:
 - Halt the conversation and say: "I can't keep this kind of information confidential."

- Please report the conversation to Courtney Vick or LeAnn Blevins who will reach out to the appropriate CU personnel.

Expectations

A mentor is a trusted, experienced person who gives career and education related advice and guidance over a period of time to a less experienced person, or mentee. **Remember that you'll be setting your SMART goals based on fulfilling your mentee's needs.** As a mentor, your job is to...

- Listen openly to your mentee's goals and aspirations. Let them talk through their ideas.
- Be patient throughout the mentoring process. Not all students know what they want and/or may be uncomfortable around others.
- Give them time to build trust and develop their interpersonal skills.
- Generously share wisdom and experience gained from your education, career and life with your mentee.
- Offer support in advancing your mentee's self-esteem and confidence.
- Communicate honestly with your mentee and when possible offer constructive feedback to help them develop as students and individuals.
- Provide opportunities to your mentee for career exploration and networking.
- Establish personal boundaries while still remaining approachable.
- *Maintain confidentiality between you and your mentee.* Do not share your mentee's contact information unless they've permitted you to do so. Consider your conversations to be private. Confidentiality breeds trust and openness.
- *Be patient with your mentee.* You both lead busy lives. If you don't hear from your mentee after five business days, send a gentle reminder.
- If you are unable to maintain your commitment to the mentorship, immediately notify Courtney Vick at cvick@cumberland.edu or 615-547-1332.

What is Not Expected of Me?

- Mentors are not expected to offer jobs or internships to their mentee but may choose to do so.
- Mentors are not expected to ask their mentees to perform work for their organization.
- Mentors are not expected to have all the answers. Career Services can assist students in career and personal development. Please refer students to LeAnn Blevins, the Director of Career Services & Internships, to further help with guidance as they navigate their career paths.
- Mentors are not required to meet their mentee in person. Mentors from around the world are encouraged to participate. However, it is highly recommended that mentees and mentors meet face-to-face.

How Long Will This Last?

Mentors can decide how long a mentorship lasts. The minimum required mentorship is one semester. Please speak with your mentee to determine the length of the mentorship before you complete your End of Semester Evaluation.

Ending the Mentor Program

At the beginning of the semester, both parties may have agreed on a specific end date for the official CU Mentor Program. This does not mean that the professional relationship built must end (some continue for years), but it is a good opportunity to have a final meeting to discuss what you each gained from your experience and if it met your goals. Go somewhere fun and celebrate!

Program Feedback

Your feedback is critical in making this program a success. We will check in with each pair during the semester for updates and will be expecting the End of Semester Evaluation with your feedback. Thank you again for your generosity in participating in the CU Mentor Program. Participating in a mentorship offers you the opportunity to give back to Cumberland by contributing to a mentee's current and future success. We wish you and your mentee a rewarding mentoring experience.

Get started today. Click on the link and complete the application in order to speak with a member of the Alumni or Career Services offices about your interest in the program.

Program Application

<https://docs.google.com/forms/d/e/1FAIpQLSfissG33Lsm2Cy0awCHYEE4vztrwQHSyxv0M3AvYx3Bv9KxA/viewform>

Extra Resources

Preparing for the First Meeting

- Review your mentee's information which will include a resume and bio.
- Think about these questions and take notes:
 - What are some questions to ask of my mentee to help me get to know them better?
 - What are some things I could tell my mentee about myself to help them to get to know me better? Finding areas of common interest will help to make the mentee more comfortable and create a better dialogue.
 - What are my reasons for participating in this program?
 - What are examples of public places to meet where we could feel comfortable and be able to talk? What are some activities in which we can engage or events we can attend that would be mutually beneficial?
 - What are the logistical challenges we may face in meeting and communicating, and how can we overcome them?

Potential Discussion Topics & Activities

What you and your mentee talk about or do can vary from general to specific and cover personal, educational and professional growth. When you meet for your monthly meetings, please have some topics and activities in mind.

Discussion or Activities Can Include:

- Adjustment to college and advice for a successful transition.
- The mentee's career aspirations, options, and opportunities.
- Your own educational and career choices, and what you have learned – and are still learning – in the process.
- His/her major (or major the mentee is considering) and classes in relation to his/her career goals.
- The mentee's strengths, challenges, skills, and how to make improvements.
- Schoolwork, schedule, and related responsibilities.
- What your typical workday is like and any interesting stories you may have.
- A possible job shadowing opportunity (visiting your place of work).
- Resume, cover letter, and portfolio review.
- Mock interviews
- Networking and introducing the mentee to your professional contacts.
- Sharing current events and articles related to your field of interest, and attending career-related events together.