



# Cumberland UNIVERSITY

MENTOR PROGRAM

## Mentee 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 allows 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 will inspire, motivate and support their mentees, thus, better preparing future CU alums and making the CU experience greater for both students and alumni. 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](mailto:cvick@cumberland.edu). Mentees can reach out to LeAnn Blevins, Director of Career Services & Internships at 615-547-1357 or [lblevins@cumberland.edu](mailto:lblevins@cumberland.edu). Feedback is always welcomed and greatly appreciated.

## HOW DO I GET STARTED? - STEP 1

- ✓ Some students will be recommended by professors for the mentor program. Others may apply to be considered for the program.
- ✓ All students interested in being part of the CU Mentor Program must fill out the mentee application form at the link below:  
<https://docs.google.com/forms/d/e//viewform>
- ✓ Mentees will be placed with mentors as available. In the event that we do not have enough mentors for all mentees in a given semester, we will keep mentee information in our database for placement as soon as possible.
- ✓ You'll get a call from the Alumni Relations or Career Services offices to talk more about your interest in being selected as a mentee. You will be required to participate in an interview as part of the selection process. References will also be contacted.
- ✓ If approved, the Alumni Relations and Career Services offices will match you with a mentor and an email will go out to connect the two of you.
- ✓ Mentors/Mentees are encouraged to develop a mentoring arrangement with a mentee that works best for both parties.

## CONTACTING YOUR MENTOR - STEP 2

- ✓ After you receive your mentor's contact information, they will be charged with scheduling 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, you will complete the Mentor and Mentee Goals & Objectives Form with your mentor:

[https://docs.google.com/forms/d/e/1FAIpQLScqq8pqjt4rUp3jsnieucQ3IObxcVnwrnRiw\\_xct8Jo3\\_HyKAw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScqq8pqjt4rUp3jsnieucQ3IObxcVnwrnRiw_xct8Jo3_HyKAw/viewform)

You and your mentor will determine and develop the nature of your mentorship dependent upon your needs. Below are a few ideas to get you started:

- Career advice
- Post-graduation advice
- Goal setting and accountability – they will help you set **SMART goals (specific, measurable, achievable, realistic, timely)** and then hold you accountable
- Spiritual advice/guidance
- Encouragement – check-ins throughout the mentorship other than the monthly meetings

## **PROGRESS REPORT - STEP 3**

- Complete the CU Mentoring Progress Report (Google Form) after each scheduled meeting.  
<https://docs.google.com/forms/d/e/1FAIpQLSd6b0-T9FeMLX6fRLceUvzT81ZWqe-InmTzdg0T2vzbi4gcFQ/viewform?pli=1>
- Communicate by email, text or phone in between meetings.

## **END OF SEMESTER EVALUATION - STEP 4**

- At the end of each semester, complete the End of Semester Evaluation.  
<https://docs.google.com/forms/d/e/1FAIpQLScjRMuiRblFbNOzZE6oGkXAS9S3Tu3HTNTxjHIX9o16cfJlcg/viewform>
- We hope that you will get more than you imagined you would out of this mentorship, as does your mentor. 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 mentor in two weeks or after an attempt to reach them.
- To report any misconduct or serious concerns. If anything about your mentorship or mentor makes you concerned or uncomfortable, immediately report it to LeAnn Blevins or Courtney Vick.
- If the mentor suspects or a student divulges instances of abuse, violence, victimization and/or self-harm, the CU Mentoring Program mentors are obliged to contact Cumberland University staff. In the rare case that a student discloses information of this nature to them, they are to stop the conversation and report the conversation to LeAnn Blevins or Courtney Vick, who will reach out to the appropriate CU personnel.

## EXPECTATIONS

A mentee is a student or inexperienced person who seeks to receive career and education related advice and guidance over a period of time from a more experienced person, or mentor. **Remember that you'll be setting your SMART goals based on fulfilling your needs.** As a mentee, your job is to...

- Share with your mentor about your goals and aspirations. Listen openly to your mentor's experiences and advice. Talk through your ideas with them.
- Be patient throughout the mentoring process. Not all mentors have previous experience in this role, but they're here because they want to help.
- Be open to building trust with your mentor. Be willing to share, even if that's not normally your strength. By doing these things, you will better develop your interpersonal skills.
- Generously listen when your mentor shares wisdom and experience gained from their education, career and life experiences.
- Accept as genuine their support in advancing your knowledge, wisdom and confidence.
- Communicate honestly with your mentor and when possible offer constructive feedback to help them develop as students and individuals.
- Accept opportunities from your mentor for career exploration and networking.
- Establish personal boundaries while still remaining approachable.
- Maintain confidentiality. Do not share your mentor's contact information unless they've permitted you to do so. Consider your conversations to be private. Confidentiality breeds trust and openness.
- Be patient. You both lead busy lives. If you don't hear from your mentor after five business days, send a gentle reminder.
- If you are unable to maintain your commitment to the mentorship, immediately notify LeAnn Blevins @[lblevins@cumberland.edu](mailto:lblevins@cumberland.edu) or 615-547-1357.

## WHAT IS NOT EXPECTED OF ME?

1. Mentees are not expected to accept jobs or internships from their mentor but may choose to do so.
2. Mentees are not expected to perform work for their mentor's organization.
3. Mentors are not expected to have all the answers. Career Services can assist students in career and personal development. Please contact LeAnn Blevins, the Director of Career Services & Internships, to further help with guidance as you navigate your career path.
4. Mentees are not required to meet their mentor in person. Mentors from around the world are encouraged to participate. However, it is highly recommended that mentees and mentors meet face-to-face if possible.

## **HOW LONG WILL THIS LAST?**

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

## **ENDING THE MENTORING 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 participating in the CU Mentor Program. Participating in a mentorship offers you the opportunity to gain valuable knowledge that will aid your current and future success. We wish you and your mentor 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/1FAIpQLSe4h9eTEDqTS3hwywGl0pBkRn14pxpA89jyQyxZCf9SRbIvXw/viewform>

## EXTRA RESOURCES

### PREPARING FOR THE FIRST MEETING

1. Review your mentor's information which will include a resume and bio.
2. Think about these questions and take notes:
  - a. What are some questions I can ask of my mentor to help me get to know them better?
  - b. What are some things I could tell my mentor about myself to help them to get to know me better? Finding areas of common interest will help to make you both feel more comfortable and create a better dialogue.
  - c. What are my reasons for participating in this program?
  - d. 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?
  - e. What are the logistical challenges we may face in meeting and communicating, and how can we overcome them?

### POTENTIAL DISCUSSION TOPICS AND ACTIVITIES

What you and your mentor 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, and be open to what they have in mind.

#### **Discussion or activities can include:**

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