

# Avila University

# Mentoring

# Handbook

2017-18



*Be Inspired.*

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## Welcome

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Thank you for participating in the *Alumni/Student Mentoring Program*, a collaborative program with the Alumni Association and current Avila students. This newly created program is jointly managed by the Advancement & Alumni Office and Student Services. The goal is to connect Avila alumni with students to provide students with a trusted guide who can listen and offer support to assist them in reaching desired personal and career goals.

*If you have any questions or concerns at any time, please contact the program coordinators.*

**Elizabeth McKinley** (Student Mentees)  
Coordinator of Career and Counseling Services  
Elizabeth.McKinley@avila.edu  
816-501-3767

**Bailey Carr '09, '12** (Alumni Mentors)  
Director of Alumni and Annual Giving  
Bailey.Carr@avila.edu  
816-501-3780

## **Vision**

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*The Avila University Alumni/Student Mentoring Program values the commitment to the continual growth of the whole person by connecting current students and alumni who serve as mentors. Mentors and mentees experience empowered relationships, develop networking opportunities, build relationships, and learn about careers to be more prepared for life after graduation.*

## **Program**

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Students and alumni will be matched based upon areas of interest, work experience and careers. These student/alumni relationships will provide a learning opportunity for the student to explore their personal and career goals outside the classroom. The alumni can provide encouragement as students define their personal and career goals.

Participants will work together for one semester with the option to continue meeting, if both parties are agreeable. At the end of the semester, both participants will have an opportunity to provide feedback on their experiences and suggestions to continue improving the program.

## Roles

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### **Role of Mentor**

- Schedule and attend three meetings at a minimum during the semester. More meetings can be scheduled if both participants are agreeable.
- Attend scheduled training and orientation sessions. Notify staff if you are unable to attend.
- Listen to the needs and expectations of your mentee.
- Work with the student to help him/her develop and establish realistic and obtainable goals.
- Offer suggestions and feedback.
- Encourage mentee through the process.
- Follow up on commitments you make to the mentee.
- Contact the mentee if you are unable to attend scheduled meetings.
- Contact program staff if there is a concern with the mentor relationship.

### **Role of Mentee**

- Schedule and attend three meetings at a minimum during the semester. More meetings can be scheduled if both participants are agreeable.
- Attend scheduled training and orientation sessions. Notify staff if you are unable to attend.
- Be receptive to suggestions and feedback.
- Come to the meetings prepared with goals and topics for discussion
- Understand that the Mentor can give general career advice and guidance. Receiving job or internship offers from the mentor is not the purpose of this program.

## Initial Meeting

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It is the mentor's responsibility to initiate the first step by contacting the mentee to schedule the first meeting. Your preliminary conversation should include but is not limited to the following topics of discussion.

- Become acquainted
- Establish communication expectations – Who is responsible for setting the meetings?
- Discuss both of your goals and objectives for the relationship
- Establish a schedule for future meetings either in person or by phone

## Meeting Places

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Discuss the most convenient place to meet. We encourage participants to arrange meetings on Avila's campus. The Learning Commons and Marian Center have public spaces to meet. If an off-campus meeting is scheduled, public locations such as coffee shops, restaurants, etc. may be acceptable options. If your mentor does not live in the Kansas City area, Skype is available.

Mentee says: (the best time to reach me is \_\_\_\_\_)

Mentor's work place

On campus

Doesn't matter/will drive

Some other specific place \_\_\_\_\_

Mentor says: (the best time to reach me is \_\_\_\_\_)

Mentor's work place

On campus

Doesn't matter/will drive

Some other specific place \_\_\_\_\_

When choosing meeting places, try to select a location that will work for both of you. Be flexible. Remember some conversations can also be conducted by phone or e-mail if necessary.

As a pair, we agree that we will be able to meet at the following place(s)

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Based on the answers generated on the worksheet, plan four meetings or conversations that meet mentee needs and mentor availability. Record dates and times on personal calendars or in the space below.

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## Discussions & Activities

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### Possible questions to ask a mentor:

- General questions about their field, for instance, what are the current trends or issues in the field? Do I need an advanced degree?
- Questions that would be inappropriate to ask in a job interview. For instance, what is an average starting salary in this field? How long should I stay in an entry-level position?
- Mentors can also answer questions about how to begin a career in this field and what to expect, for instance, what kinds of entry-level positions are available? What does an average workday look like? What skills or work experiences should I highlight in an interview?
- What are future trends in the specific fields and globally.

### *Job Description*

- What is your job title?
- What is a typical day on the job?
- What is the title of the person to whom you report?
- How free are you to do your work independently?
- What types of challenges do you face in your position?
- What are the most satisfying and most frustrating parts of your work?

### *Advancement*

- How did you get to your current position?
- What are the future trends and developments you see in your fields?

### *Preparation*

- What education/degree/training/licenses are required in your field?
- What other preparations do you recommend for a person entering this field/occupation?
- If you could start all over again in your professional life, what steps would you take?

### *Lifestyle*

- What hours do you normally work?
- Is overtime common?
- Is travel a factor in this job?
- What professional organizations do you belong to and/or are available in this field?
- How do these organizations benefit their members?
- What are the pressures you face?
- What is expected of you outside of regular working hours?

### ***What other kinds of assistance can mentors provide?***

Mentors can provide an insider's perspective on specific industries and fields. Mentors can also give you feedback on your resume, make suggestions for other professionals to contact, and offer leads to jobs or internships. Some mentors may be willing to have you "shadow" them in their workplace for a day or week.

## Mentoring Agreement

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I, \_\_\_\_\_, am entering into a voluntary Mentoring Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ with the understanding that the mentoring program is designed to create a comfortable, positive, and supportive environment for the Mentee (student) to improve my personal and career goals outside the classroom. To minimize confusion, frustration and administrative details, the guidelines are further outlined in the mentoring handbook \_\_\_\_\_ (initials for handbook received).

**Confidentiality:** I acknowledge that my personal information will remain confidential and that I will make every effort to maintain a good relationship with my mentor built on mutual trust, respect, and confidentiality.

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**Student's signature**