Alumni Mentoring Program
Handbook
2015-16
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If you have any questions or concerns at any time, please contact the program coordinators.

Darby Gough (Student Mentees)
Avila University
Dean of Students
Darby.Gough@avila.edu
816-501-3628

Bailey Carr (Alumni Mentors)
Avila University
Director of Alumni and Annual Giving
Bailey.Carr@avila.edu
816-501-3780

Please visit our Alumni Mentoring Program webpage for more information at avila.edu/alumnimentoring.
Vision

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.

Welcome

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.

Program

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.

Expectations

Mentoring is listening without judgment and asking questions with respect. The goal is to establish a win-win relationship between the mentor and mentee. A mentor and mentee relationship should be held to high professional standards. The interactions should include the following characteristics:
• Positive attitude
• Active listening skills
• Responsibility and commitment

Roles

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 gives general career advice and guidance. Receiving job or internship offers from the mentor is not the purpose of this program.
Mentoring Network

Overview
Students and alumni have the opportunity to connect with professionals in a variety of career fields through our Mentoring Network at www.collegecentral.com/avila. Students and alumni can access the Mentoring Network once they have registered at College Central Network via their CCN homepage.

Find a Mentor
Students and alumni should contact Student Services Office at 816-501-2901 or elizabeth.mckinley@avila.edu for a password to the Mentoring Network.

Become a Mentor
If you are an alum, parent or friend and would like to volunteer as a mentor, please contact the Alumni and Advancement Office at 816-501-3780 or bailey.carr@avila.edu.

Network FAQ's

How do I search for mentors?
Once you have registered at www.collegecentral.com/avila and have called our office for the mentoring password, scroll and click on Search for Mentors. At the Mentoring Network, you may search for mentors by Job Title/Job Type or by Major and other criteria.

What should I tell mentors about myself?
Articulate in a few sentences, what you're studying, the year you expect to graduate, your interests, related activities and/or career experience thus far and whether you are looking for an internship, summer job, career/graduate school advice or information, or an entry-level position.

How do I convey that I am considerate of the mentor's time and appreciate his/her efforts on my behalf?
- State clearly and concisely what your needs, goals and interests are.
- Be sure to thank the mentor for his/her assistance and demonstrate graciousness in your communications.
- Offer to upload your resume, if you haven't already done so.
• Listen to what the mentor can offer you and follow through on what you say you will do.
• Keep the mentor informed of the outcome of any contact(s) you make.

Registration Instructions

Thank you for supporting the students and alumni of Avila University by volunteering to be part of our Mentoring Network! Registering a profile is easy:

• Go to: http://www.collegecentral.com/avila.
• Click on the icon labeled Alumni.
• Under “About Our Services”, choose the link for Mentoring Network page.
• Click on the link for Join Our Mentoring Network.
• Access is password protected. Our password is mentor.
• Click on the link for Add My Mentoring Profile.
• Complete the profile form.
• Be sure to make a record of the Mentoring Network Password and the personal Access ID and Password you create for yourself. You will need these to access your profile in the future.

After you have posted a profile, you may access it by choosing the Update Your Mentoring Profile link. We ask that you keep your profile current as your job changes or contact info changes.

Please be as complete as possible when posting your profile. The information is very valuable to students as they develop their career goals.

We value your privacy! In the Contact Preference section, you may elect to receive email communications from students and alumni, and we would appreciate you including an email address in order to assist our job seekers with their questions. Students and alumni will be able to send messages to you without knowing your e-mail address. You may change this preference at any time if needed.

The school will review profiles before making them available to students.
Personal Schedule and Availability

Use this guide to determine the best meeting times. You can prepare this before meeting to identify the best times to meet.

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Meeting Places
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)

___________________________________________________________________
___________________________________________________________________

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.

___________________________________________________________________
___________________________________________________________________

INITIAL MEETING

It is the mentee’s responsibility to initiate the first step by contacting the mentor 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
DISCUSSIONS & ACTIVITIES

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?
• Who was/is your mentor?

What other kinds of assistance do 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 able to provide housing during a summer or intercession internship. Other mentors may be willing to have you "shadow" them in their workplace for a day or week.

Activities

Resume/Interview Exercises

Back to School

Career Observation/Job Shadowing

Networking

SAVE THE DATE

———————————————————————————

October 20, 2015 – Mentor Training and Networking Event
• Mentors and Mentees will attend a short training at 5:30 p.m.
• Networking will begin at 6:00 pm in the Whitfield Center. Mentors will be seated around the room and mentees will have the opportunity to meet and talk with mentors. Meetings are limited to 10 minutes and mentees will move to another table when prompted.
SURVEY TEMPLATE

This will be emailed to participants at the end of the semester.

Mentor First & Last Name
Company Name
Mentee First & Last Name
Mentee Graduation Date

1. I met with my Mentor/Mentee: 1 2 3 4 5 or more times.
2. We met (drop-down box): In person
   - Telephone
   - Video Conference
   - Email/chat
3. We discussed (drop-down box):
   - Resume Review
   - Cover Letter
   - Job Search
   - Interviews
   - Negotiations
   - Networking
   - Other
4. Did you attend a special event with your Mentor/Mentee? Y N
   a. If so, please provide details._________________________________
5. Are you pleased with the match between you and your Mentor/Mentee? Y N
6. Would you like Avila to contact you regarding the mentorship? Y N
7. Additional Comments.