

MENTORSHIP PROGRAM



**Career & Student
Development**

MENTEE HANDBOOK





Career & Student Development

Thriving Together Through Mentorship

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Thank you for your interest in the ULM Mentorship Program!

Whether you join as a Mentor, Mentee, or ambassador, your participation is vital to the growth, productivity, and sense of belonging we aim to foster at ULM.

Our Mentorship Program extends beyond career and academic advancement, forging meaningful connections with those on similar paths. We emphasize reciprocity, encouraging mutual learning and support to nurture personal and professional development. Participants both teach and learn, sharing knowledge, wisdom, and experiences to shape each other's professional and personal growth.

Mentorship is an extraordinary opportunity to make a lasting impact on our community. Together, we can make this program a source of inspiration, growth, and lasting impact for ULM. I am eager to witness the positive transformations and professional relationships that will form as a result of this invaluable program.

I would love to welcome you to this vibrant community. Please reach out with any questions so that together we can take flight!

“Forge meaningful connections with those on similar career paths.”



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OVERVIEW

The Mentorship Program is designed to create a supportive environment where experienced individuals, known as Mentors, guide and assist less experienced individuals, known as Mentees. We believe in the power of mentorship to enhance personal and professional growth while fostering a sense of community within ULM.

This program aims to connect the vast pool of knowledge and experience of Mentors to nurture the next generation of professionals. By participating in this program, you will have the opportunity to build meaningful relationships, share insights, and learn from the experiences of others. We are committed to creating a Mentorship culture that promotes personal, professional and academic excellence.

OBJECTIVES AND GOALS

- **Academic Success:** Mentoring enhances academic achievement by providing students with valuable insights, educational strategies, and a sense of accountability.
- **Career Preparation:** Students get equipped with practical knowledge, guidance, and networking opportunities to prepare for successful careers.
- **Community Engagement:** Mentorship strengthens the ULM community by fostering meaningful connections and support systems which resonate outside of the ULM campus.
- **Leadership Development:** Mentoring nurtures leadership skills that include motivation, collaboration, setting and achieving goals.
- **Alumni Engagement:** ULM alumni are encouraged to participate in the Mentorship Program and connect to their alma mater in a philanthropic way.
- **Personal Growth:** Mentorship promotes self-awareness, resilience, and adaptability, which are important life skills.

I grew as a person.

DEFINING MENTORSHIP

Mentor, as defined by the American Psychological Association, is an individual with expertise who can help develop the career of a Mentee.

The Mentor often has two primary functions:

- Career-related function: As a coach who provides advice to enhance the Mentee's professional performance and development.
- Psychosocial function: As a role model and support system for the Mentee.

Mentor, as defined in the Oxford Dictionary, is a person who acts as a guide and adviser to another person, especially one who is younger and less experienced.

OUR DEFINITION

- Mentorship is a formal relationship in which a Mentor guides a Mentee's professional development through a structured program.
- The Mentor challenges the Mentee to identify a path toward their goals, focusing on skill development.
- The Mentor and Mentee work together in partnership, fostering meaningful and integrity-rich conversations.
- The quality of the mentoring relationship depends on the active role of the Mentee.
- Mentoring includes role modeling, job shadowing, career advice, and networking.
- Being a Mentor is gratifying, as it involves passing on valuable knowledge and experiences.
- Being a Mentee is gratifying in that it offers professional development and guidance in a more personalized format.
- Positive Mentor-Mentee relationships enhance career and personal development for both parties.
- As Mentors, individuals pass on their legacy and knowledge to future Mentors, now Mentees, creating a generational impact.

“She has helped me achieve all the goals I've set this year and has increased my confidence tremendously.”

RESPONSIBILITIES

MENTEE RESPONSIBILITIES

- **Meeting Preparation:** Take the initiative to schedule meetings, prepare agendas, and complete any required pre-meeting tasks. Ensure punctuality and focus during your interactions.
- **Establishing Goals:** Define clear, S.M.A.R.T (Specific, Measurable, Action-oriented, Realistic, Timely) goals in your first meeting with your Mentor.
- **Maintain a Log:** Document key takeaways from each meeting, including knowledge gained, advice received, new experiences, and fresh perspectives.
- **Professional Focus:** Keep in mind that Mentors are available for advice and guidance, not to address personal problems or secure job opportunities. Maintain a professional tone during your meetings.
- **Continuous Learning:** Treat every interaction as an opportunity for learning and development. Never stop seeking knowledge.
- **Clear Communication:** Avoid assumptions and confirm all details, including meeting times and contact procedures.
- **Honor Commitments:** Uphold your obligations to both the Mentorship Program and your Mentor. Punctuality and follow-through are essential to your professional growth.
- **Open-Mindedness:** Be receptive to feedback, critiques, and suggestions offered by your Mentor.
- **Dependability:** Foster trust through honesty and reliability in your interactions.
- **Effective Communication:** Keep the lines of communication open, as learning relies on effective dialogue. Be honest, clear and concise when speaking with your Mentor.
- **Enthusiasm:** Approach the Mentorship Program with enthusiasm, recognizing its benefits to your personal and professional development.
- **Closure:** Know when to conclude the mentoring relationship, particularly when the program ends. Express gratitude to your Mentor and reflect on the experience using your journals.

I've learned accountability, communication, and professionalism all while developing self-confidence.

BENEFITS

MENTEES' BENEFITS

- Professional expertise in attaining skills, knowledge, insight, and work-culture awareness
- Expedited learning and growth—both personal and professional
- Personalized access to a career role model
- Expands network and increases opportunity for an early career connection
- Access to personalized guidance, in turn eliminating some common mistakes
- Enriches the college experience

MENTORS' BENEFITS

- Expansion of influence
- Reinforcement of accomplishments
- Improves communication and people skills
- May provide a new perspective on how to solve professional problems
- Extends peak of success
- Provides an opportunity to review the basics of practice

BENEFITS TO ULM

- Engages alumni with students
- Encourages life-long learning
- Increases loyalty and retention with more motivated and engaged students
- Promotes greater sense of community
- Supports the University's Strategic Mission to prepare individuals from Northeast Louisiana and beyond to compete, succeed, and contribute in an everchanging global society through a transformative education while positively impacting society through research and service
- Supports the role of students in university governance by offering a program that promotes the students' growth and development through social and recreational experiences

“My mentoring experience allowed me to gain access to resources that I would never have had as a student.”

SELECTION & ONBOARDING

1 | ACCOUNT CREATION

Scan QR code or visit:

webapps.ulm.edu/mentorship/node/add/mentee_application

2 | MENTOR MATCHING

Upon account creation, log in to access Mentor matching. Search for Mentors aligned with your professional, academic, or personal objectives. Send emails to Mentors whose profiles match your career interests and request an interview.

3 | ONBOARDING

Once you are selected by a Mentor, your onboarding process will begin. In the event you are not selected by a Mentor, you will be matched manually.

Documentation

Once you are selected by your Mentor;

- We will send you a link containing a consent form to sign electronically for legal and ethical consideration.
- You will be invited to attend Mentee orientation in person or through Zoom.

First Meeting

During your first meeting with your Mentor, it's essential to establish a foundation for your mentoring relationship. Take this opportunity to introduce yourself, communicate your goals and expectations, and discuss the structure of your future interactions. Clarify your roles and responsibilities as Mentee, as well as your Mentor's role. This initial meeting sets the tone for a productive and successful mentoring partnership.

Mentorship Period

The program spans 12 weeks, from January 27 to April 17, 2025, and involves bi-weekly meetings, equivalent to two Mentor-Mentee meetings per month, at times and locations of your choosing. Effective communication is crucial to determine the meeting specifics and ensure a smooth and productive mentoring experience. Both Mentor and Mentee will receive a journaling link to document each meeting. For well-documented and productive sessions, please outline an agenda beforehand and detail key takeaways and outcomes by journaling at the end of each session.

GET STARTED



SCAN TO START YOUR
MENTORSHIP JOURNEY

CONSIDERATIONS

LEGAL & ETHICAL CONSIDERATIONS

- **Confidentiality:** Mentors should respect the confidentiality of the information shared by their Mentees. Information about the Mentee's personal life or professional matters should not be disclosed without their explicit consent.
- **Non-Discrimination:** Mentors should not discriminate against Mentees based on characteristics such as race, gender, age, religion, sexual orientation, or disability. Fair and equal treatment is essential.
- **Informed Consent:** Mentors should ensure that Mentees are aware of the mentoring relationship's goals, expectations, and any potential risks. Mentees should provide informed consent to participate.
- **Boundaries:** Mentors should establish and maintain appropriate professional boundaries. Avoid engaging in activities that could be perceived as inappropriate or crossing professional boundaries.
- **Professional Competence:** Mentors should provide advice and guidance within their areas of expertise. They should not offer advice on topics they are not qualified to address.
- **Respect for Autonomy:** Mentors should respect the Mentee's autonomy and should not pressure them to make decisions against their will. The final decisions should be made by the Mentee.
- **Duty of Care:** Mentors have a duty of care to provide support and guidance that is in the best interest of the Mentee's development and well-being.
- **Avoiding Harm:** Mentors should avoid causing harm to their Mentees, either intentionally or unintentionally, and should take steps to protect the Mentee from harm.
- **Ethical Communication:** Mentors should communicate honestly and transparently with their Mentees, providing accurate information and avoiding deception.
- **Feedback and Evaluation:** Mentors should provide constructive feedback and evaluations in a respectful and helpful manner, with the aim of promoting the Mentee's growth.
- **Documentation:** Keeping records of mentoring interactions, agreements, and progress are essential for accountability and should be treated confidentially.
- **Termination of the Relationship:** The Mentor-Mentee relationship should be terminated professionally and ethically, if necessary, with proper notice and support for the mentee's transition.



**Career & Student
Development**

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START HERE!



SCAN TO BEGIN YOUR
MENTORSHIP JOURNEY