

YOUR LOGO HERE

Mentor and Mentee Handbook
(Sample)

Academic Year

(This is a sample of our Job Shadow Program, feel free to use it and adapt it to create a program within your organization)

Important Dates

Activity	Date	Location
Mentor Applications Open		
Mentor Applications Due		
Mentee Applications Open		
Mentee Applications Due		
Mentor Presentation- Program Expectations		
Mentee Selection/Follow Up		
Mentee Presentation- Program Expectations		
Student Mentee and Mentor Match		
Mentor / Mentee Meeting #1		
Mentoring Commitments Mentoring Agreement		
Mentor / Mentee Meeting #2		
Mid Semester Follow up		
Mentor / Mentee Meeting #3		
Mentor / Mentee Meeting #4		
End Semester Follow up		

Definitions/General Information

What is a Mentee?

A mentee is someone who has a desire to succeed and who is open to learning life skills, gaining experiential knowledge, and receiving honest feedback from a mentor. Mentees are able to utilize the skills, knowledge, experience, concerns and suggestions of their mentors in ways that foster their academic, social and professional growth, ultimately leading to graduation, career and life-long skills. The mentee, of course, is not obligated to take every single piece of advice from the mentor. The mentor-mentee relationship is a relationship in which a student gains the benefit of someone who knows the industry well enough and has life experience to guide the student.

What is a Mentor?

Mentors are dedicated persons who offer students support, advice, and encouragement. Mentors provide the sustained presence of a positive, caring person. This does not mean providing counseling or tutoring. Rather, we encourage mentoring partners to build rapport and a friendly professional relationship with each other. Mentors have genuine concern for their mentees and seek to help them navigate through the everyday challenges of school, society, and the community by drawing upon knowledge and experience.

Making a Connection is a two-way street

Every good mentoring partnership involves a commitment to making a connection and then using that connection to help build a positive relationship. It is not the mentor's job to do all the work that gets a student to their goal. The mentee has to be willing to listen and to follow advice. If the mentee needs to know where to go or how to attain help, the mentor is there to provide that guidance. ***The mentor should not have to seek out the mentee to find out how they are doing or progressing in their goal.*** The mentee should make and keep regular scheduled appointments and keep the mentor informed.

Using that connection to build a positive relationship means you need to:

- Let your mentoring partner know that you appreciate his/her time and effort. Mentors are sacrificing their personal time and energy to work with you.
- Share ways you want to expand your horizons: academically, socially, professionally, and culturally.
- Meet in public places. Do not offer to meet in bars or other places where your mentor might feel uncomfortable. Be aware of your mentor's cultural/spiritual values and norms. Some places may not be appropriate meeting places. ***Also, never expect the mentor to pay or "treat" you.***

What is expected of Mentors?

Provide an short overview of industry partners expectations and a way to get a hold of program coordinator.

We ask that you plan to meet with your mentoring partner in person, over the phone, or virtually at least once per month. As a mentor, students will contact you for information that will help them make decisions about majors, career fields or strategies for finding employment, internships or gaining admission to graduate/professional school. Your role then is simply to listen, answer questions based on your knowledge and experience as well as arrange meaningful development activities for four months. For example, students may be interested in learning about:

- Your day- to-day on the job responsibilities (shadowing you or others)
- What you enjoy and don't enjoy about your responsibilities or career field
- Academic major(s) and graduate/professions programs you have completed
- The career paths you've pursued
- Current trends and issues in your field
- Suggestions on how they might best prepare for a specific career field
- The value of agriculture degrees
- Any advice you might have regarding internships, job search strategies and graduate and professional school

Suggested Mentorship Activities

- Informational interview on your career path including positions held
- Review a student's resume
- Practice a mock interview followed with a critique
- Job shadowing
- Company preview - shadow different departments for a day
- Business or company meeting (keeping in mind client confidentiality)
- Training, educational or development workshop
- Discuss career paths for a particular industry or position in your company
- Informal meeting at coffee shop or meet for lunch to discuss career paths/plans
- Introductions to other professionals (networking) based on student's interest
- Company sponsored community service events
- Go to lunch and practice professional & dining etiquette
- Industry tour (farm, producer, processor, office, etc.) to learn about related industries

- Discuss challenges and opportunities facing the industry

What is expected of the Mentee?

1. **Student mentees should be self-reflective and aware.** The success of this partnership depends on the student's self-awareness of his or her own strengths, experiences and learning opportunities.
2. **Mentees should stay in contact with their mentor and attend any arranged meetings on time and professionally dressed (according to the company's dress code policy).** If the student mentee is unable to make a particular meeting, he/she should contact his/her mentor in advance and reschedule the meeting/activity.
3. **Mentees should take the initiative in their own development by actively sharing learning professional and personal goals.**
4. **Be mindful that you are a representative of the Jordan College of Agricultural Sciences and Fresno State.** As our representative, conduct yourself professionally at all times.

Professional Courtesies

Student mentees are asked to be mindful of the following professional courtesies:

- Be considerate and committed to the mentoring relationship
- Contact each other on a regular basis
- Attend all scheduled meetings or call in advance to cancel/reschedule
- Return phone calls and/or email messages within 24 hours
- Notify mentor of any changes in phone number or email
- Follow through on agreements and respect confidentiality
- Follow all company procedures and policies

What is expected of the (Name of Org) Staff?

Indicate how you will coordinate the program.

Mentor/Mentee Commitment

In order to help build and maintain an effective mentoring partnership with my mentor/mentee, I commit to take the following steps:

1. I will meet with my mentor/mentee immediately after connecting with them. During this first meeting, we will complete this Mentoring Commitment and will return a copy of this document to (program coordinator)
2. I will make a one-semester commitment to the mentoring partnership, meeting at least once per month.
3. I will ask program staff for help when needed.
4. I will accept guidance from program staff.
5. I will notify program staff if I am having difficulty in the mentoring partnership with the understanding that there are alternative options if the match is not working.
6. I will engage in the relationship with an open mind.
7. I will keep discussions with my mentor/mentee confidential (except where the safety or well-being of either of us is at-risk, including psychological referrals)
8. I will contact the program office if I am unable to keep contact with my mentor/mentee.
9. I will notify the program office of any significant changes with my mentor/mentee.
10. I will commit to meeting and contacting my mentor/mentee within the parameters established in our Mentoring Agreement.

MENTOR Signature: _____ Date: _____

Please Print Name: _____

STUDENT MENTEE Signature _____ Date: _____

Please Print Name: _____

Mentor Program Application

To become a mentor of this unique student mentoring experience, please fill out the following application.

Name (Last): _____ (First): _____

Email: _____ Phone: _____

College(s) Attended: _____

Degree/Major(s): _____ Minor(s): _____

Current Occupation: _____

Are you a Fresno State Alumni? Yes No

Gender? Male Female Other Prefer not to answer

What are your expectations from a student that you mentor?

(1) _____

(2) _____

(3) _____

Background or other interests you would like to mention?

Student Mentee Application

To become a part of this unique mentoring experience, please fill out the following application.

Name (Last): _____ (First): _____

Student ID#: _____ Email: _____

Contact Phone: _____

Gender: Male Female Other Prefer not to answer

Major: _____ Minor: _____

Career Interests: _____

Class Standing: Freshman Sophomore Junior Senior

Would you like your mentor to be: Male Female No preference

What are your expectations from a mentor?

(1) _____

(2) _____

(3) _____

Background or other interests you would like to mention?

Mentor and Mentee Agreement Form

We are both voluntarily entering this mentorship partnership. We wish this to be a rewarding experience, spending most of our time discussing or participating in some type of professional development activities.

We will meet at least once a month during the semester. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting/activity, we will agree on a date, time and location for our next meeting/activity.

The aim of this mentorship is to develop and explore the following topics:

- 1.
- 2.
- 3.
- 4.

We agree to the following tentative activities for this academic year

- 1.
- 2.
- 3.
- 4.

We agree to keep the content of these meetings confidential.

The mentor agrees to be honest and provide constructive feedback to the student. The student agrees to be open to such development feedback.

MENTOR Signature: _____ Date: _____

Please Print Name: _____

STUDENT MENTEE Signature _____ Date: _____

Please Print Name: _____

Mentee Learning and Development Plan (For Student Only)

My strengths are:

- 1.
- 2.
- 3.
- 4.

Areas I need to develop are:

- 1.
- 2.
- 3.
- 4.

My goals for the Mentoring Program are:

- 1.
- 2.
- 3.
- 4.

Ways in which my mentor can assist me:

- 1.
- 2.
- 3.
- 4.

Mentor/Mentee Contact Log (For Student Only)

Mentor Name: _____

Mentee Name: _____

Month/Year: _____

Date	Notes

Please continue on next page

Brief update on your relationship with your mentor/mentee:

What are you and your mentor/mentee doing well?

In what ways could you improve your partnership?

Have you and your mentor set goals for your relationship, academic, or professional development?

What progress have you made specifically toward those goals?

How have you benefited from this mentor partnership? What have you learned?