Student Mentee

CAREER MENTORING

Handbook

A collaboration between Career Development, The Rinker School of Business & Alumni Relations.
Welcome to the Palm Beach Atlantic University Mentoring Program

Dear Student,

In the summer of 2014 Dr. Turner shared his desire to start a mentoring program for the students in The Rinker School of Business. Unbeknownst to him, Career Development was actively researching mentoring programs at other schools as a part of the NetVUE (Vocation in Undergraduate Education) grant award. This grant allows Palm Beach Atlantic University to offer a multiplicity of approaches for our students be exposed and engaged in vocational exploration.

Realizing the Dean of RSB and Career Development had the same idea and goal for a career mentoring program, the two formed a collaborative team. It was an obvious choice to involve Alumni Relations, as both wanted to utilize a valuable resource of the University, her alumni.

The inaugural Career Mentoring Program was limited to 15 student/alumni pairs in order to ensure its success. It is our hope the program will result in positive career growth for our students and that we will expand to include students from all academic programs.

Welcome to the Program!

Dr. Turner, Jennifer Fonseca & Maria O’Carroll

Program Goals

The program is designed to assist students in developing their character, integration of faith, academic and professional skills and social responsibilities. This is a formative time in the lives of 18 – 22 year olds. Identifying where one’s faith and work intersects and where you may find meaning through connecting one’s work to God’s larger work.

In congruence the mission of Palm Beach Atlantic University the Career Mentoring Program will provide students with the opportunity to identify their vocational calling. Meaningful conversations and activities with your mentor are a crucial part of the vocational exploration process.

Mentorship plays an important role in this process by providing the following:

- Advice and encouragement on personal and professional growth and development
• Knowledge of the world outside of the classroom and of PBA’s campus

• Prepare the student to become a confident graduate with exceptional leadership, teamwork, creative thinking and interpersonal skills through mentor’s coaching and feedback

• Encouragement to the mentee in formulating plans, goals, and strategies for professional and personal development

• Guidance to the mentee in learning how to acquire the skills of successful networking in today’s society

• Insight and tools to make informed and ethical career decisions

• Wisdom for the integration of faith and values in the marketplace

Expectations

MENTEES:

• Will initiate contact with mentor for the first time
• Complete 3 of the suggested Professional Development activities
• Will maintain contact with you at least through the end of the academic year
• Regard this match as a professional contact, and are learning to keep commitments, conduct informational interviews, and sustain professional relationships
• Are prepared to meet you and have done research on you, your company, and your profession
• Have formulated questions they would like answered
• Do not expect to gain a job or an internship from this experience
• Are expecting to receive honest feedback regarding his/her communication style and professionalism
• Will behave ethically and professionally at all times

MENTORS:

• Communicate regularly with your mentee
• Will meet face to face with your mentee at least one time per month
• Will respond to contact attempts within 48 hours, even if it is only to say that you are busy and will get back to the mentee at a later date
• Will contact the Mentor Program Coordinator with questions or concerns
• Will behave ethically and professionally at all times; practice the behaviors you admire in your mentors
Making the Initial Contact

It can feel super intimidating to call someone who is older and successful, but you can do it! Below are tips for making the initial contact. It is an easy 3 step process.

1. Introduction & Purpose of Contact
2. Bottom line – Setting up Initial Meeting
3. Thank You & Confirm Discussion

By Phone

✓ Introduction/Purpose | “Hi, this is Mandy Goalsetter and I am your mentee. I am calling to set up our initial meeting”

✓ Bottom Line | Ask if they have time to talk to you right now | “Do you have a couple of minutes to discuss getting together for our first meeting?” If they do not have time, ask when would be a better time to call back or offer your number for them to return the call.

✓ Thank You & Confirmation | “I am really looking forward to getting to know you and learning from this experience. I look forward to meeting you next Friday at 1 pm at Field of Greens. If anything comes up, you may text or call me at 561-222-2222.”

By Email

✓ Subject Line – must state the purpose of your email, e.g. CAREER MENTOR PBA
✓ Keep the email brief, but informative
✓ Address the individual by his/her name | Dear Ms. Successful
✓ Introduction/Purpose | “I am excited to introduce myself as your mentee. My name is Mandy Goalsetter and I am a junior majoring in marketing. The purpose of my email is to set up our initial meeting”

✓ Bottom Line | Suggest available dates/times for the mentor to select from | “I am available every MWF after 1 pm. I also have a long lunch hour break on Tuesday’s and Thursday’s from 11 am – 2 pm. If it works better for your schedule I am available most weekends. Please let me know what works best for you schedule next week and we can coordinate our monthly meetings at that time.”

✓ Thank You & Confirmation | “I am really looking forward to getting to know you and learning from this experience. I look forward to meeting you next Friday at 1 pm at Field of Greens. If anything comes up, you may text or call me at 561-222-2222.”
The First Meeting

**Mentor and Mentee Initial Activities**
After arranging the initial meeting, an introduction with your Mentor, the following is a list of suggested activities that can be used to guide you through the session.

1. Discuss each of your needs and expectations for this relationship.
2. Discuss goal setting activities to assist in achievement of your personal, academic, and professional objectives.
3. Identify and share areas of concern, where you feel you need to develop and improve.
4. Determine the location, dates, and times for future meetings which will work for both the mentor and mentee.
5. Identify at the first meeting the preferred method of communication to be used in between your monthly meetings.

**Defining Your Relationship Together**
This worksheet is designed to help you and your mentor define your relationship. Use this worksheet as a helpful tool during your introduction meeting with your mentor to guide you in establishing a solid foundation for your mentoring relationship.

1. Together, discuss your reasons for becoming a part of this program.
   Mentee: ______________________________________________________________
   __________________________
   __________________________
   __________________________
   __________________________  
   Mentor: __________________________
   __________________________
   __________________________
   __________________________

2. Together, discuss your goals and expectations for this relationship.
   Mentee: ______________________________________________________________
   __________________________
   __________________________
   __________________________
   __________________________  
   Mentor: __________________________
   __________________________
   __________________________
   __________________________

3. List the contributions you and your mentor can make in order to meet your expectations and goals.
   Mentee: ______________________________________________________________
   __________________________
   __________________________
   __________________________
Mentor: _______________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

4. Discuss and jointly agree on the “purpose” of your relationship.
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

5. Discuss and determine how you and your mentee will establish and monitor
tasks. _______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

6. Determine how you and your mentee will measure your progress (i.e.: evaluate
your relationship from time to time)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

7. Discuss and share your perceptions of the roles and responsibilities of yourself
and your mentee. Define those roles:
Mentee: _______________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Mentor: _________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

8. Discuss and determine how frequently you and your mentee will meet (once
per month is recommended). Where and when will those meetings take place?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

9. Discuss and determine how you and your mentee will keep the lines of
communication open. How do you plan to communicate between meetings?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

10. Sometimes it is difficult to receive feedback. Discuss ways in which your
mentee could deliver feedback and how you plan to respond to that feedback.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
11. How will you and your mentee determine when the mentoring relationship has come to a conclusion? How will you provide yourselves closure?

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

12. What are some items that you and your mentee would like to address for your next meeting?

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
Professional Development Activities

As a part of the program you are required to participate in 3 Professional Development Activities. Some are sponsored by The Rinker School of Business, Alumni Relations and/or Career Development. You may also opt to do some activities with your mentor. We suggest a combination of the two. Below are the events and dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Etiquette Dinner</td>
<td>February 10</td>
<td>Career Development</td>
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<tr>
<td>Career Fair</td>
<td>February 25</td>
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<tr>
<td>JJ’s Entrepreneur Business Plan Competition</td>
<td>February 27</td>
<td><a href="mailto:Mary_Jacobs@pba.edu">Mary_Jacobs@pba.edu</a></td>
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<tr>
<td>United Franchise Group field trip</td>
<td>TBD</td>
<td><a href="mailto:Mary_Jacobs@pba.edu">Mary_Jacobs@pba.edu</a></td>
</tr>
<tr>
<td>Linkedin Workshop</td>
<td>TBD</td>
<td>Career Development</td>
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<tr>
<td>Alumni Networking Event</td>
<td>TBD</td>
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<tr>
<td>Assessments</td>
<td>Schedule an appointment</td>
<td>Career Development</td>
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<tr>
<td>• StrengthsFinder</td>
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<tr>
<td>• Strong Interest Inventory</td>
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<td>• Values clarification</td>
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<tr>
<td>• Motivated Skills</td>
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</table>

Activities You Can Do With Your Mentor

- Have your resume and cover letter reviewed
- Take an interest, strengths, values or motivated skills assessment and discuss with your mentor
- Ask your mentor to conduct a practice interview with you
- Have your LinkedIn profile reviewed
- Develop your elevator pitch and practice it
- Write a business plan
- Discuss time/priority management
- Discuss ethics in the workplace and how you integrate your faith
Tips for mentees

1. **Be Specific**: Know why you want a mentor.
2. **Be Proactive**: Take the initiative to establish the mentoring relationship.
3. **Be Honest**: Acknowledge and share your strengths and weaknesses so you can help design an effective development plan.
4. **Be Organized**: Know what you want to accomplish, and schedule regular meetings.
5. **Trust and Take Action**: Be confident in the process and brave enough to experience beyond your comfort zone.
6. **Raise the Bar**: Periodically reassess your development plan and set new goals.
Additional Resources

In addition to this handbook, please find listed below links to additional information that may assist you in establishing and maintaining a positive and productive relationship with your mentee. Please do not hesitate to contact me with any questions or concerns.

Palm Beach Atlantic University Mentoring Program Contact:
Jennifer Fonseca
Assistant Director of Career Development / Mentoring Program Coordinator
561-803-2383
Jennifer_Fonseca@pba.edu

Dr. Leslie Turner
Dean of The Rinker School of Business
561-803-2470
Leslie_Turner@pba.edu

Maria O’Carrol
Assistant Director of Alumni Relations
561-803-2016
Maria_OCcarroll@pba.edu

PBA JobLink
Our employer database, hosting over 2,000 employers and job postings. JobLink also includes a Documents Library where students may find valuable resources such as resume guides, interview helps, and more.

Acknowledgements

- Kovnatska, Olya, “Say Yes to Mentoring! Don’t be Afraid to Ask for Help While Climbing Your Ladder of Success,” Strategic Finance, May 2014 (47-51)
- Xavier University Mentor Program Handbook 2014-2015
**STUDENT MENTEE AGREEMENT**

This agreement delineates Mentee's accountability, duty and performance as a student Mentee in the **Palm Beach Atlantic University Mentor Program**, as well as her/his conduct and obligation to **Mentor**.

<table>
<thead>
<tr>
<th>ITEMS OF RESPONSIBILITY</th>
<th>INITIALS</th>
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<tbody>
<tr>
<td>1. Within <strong>two business days</strong> of receiving the name of my mentor, I will contact Mentor to schedule our first face-to-face meeting.</td>
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<tr>
<td>2. It is my responsibility to <strong>initiate</strong> communication with Mentor on a <strong>MONTHLY</strong> basis via email, for a <strong>meet face-to-face at least once per month</strong>.</td>
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<tr>
<td>3. It is my responsibility to reply to Mentor's communications within 2-3 days and my communications will be answered by her/him in a timely manner with consideration for her/his professional commitments.</td>
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<td>4. As a part of the Mentoring Program I understand and agree to participate in <strong>3</strong> of the Professional Development activities as listed in the Mentee Handbook. Some of these may be done with my mentor and others are hosted by Career Development and/or The Rinker School of Business.</td>
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<td>5. There may be activities such as an opening reception and a closing reception at which my attendance is mandatory.</td>
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<tr>
<td>6. I agree to submit a <strong>$25 fee</strong> to offset costs associated with career field trips that will benefit my professional development and vocational discernment.</td>
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<tr>
<td>7. If Mentor has not been responsive after multiple attempts to contact have been made, I will notify <strong>Jennifer Fonseca</strong>, Assistant Director of Career Development.</td>
<td></td>
</tr>
<tr>
<td>8. If at any time I am unable to comply with items 1 through 7, I will contact <strong>Jennifer Fonseca</strong>.</td>
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</tbody>
</table>

I have read and understand the above **“Items of Responsibility”** delineating my obligations to the **Palm Beach Atlantic University Mentor Program**. I am aware that if I cannot/do not abide by the above items, my mentoring relationship will be dissolved and I may no longer be eligible to participate in the Program.

Print Name: ____________________________________________

Student Signature ______________________________________ Date _________________

[Sign Name]