CSE MENTOR PROGRAM
KICK-OFF & ORIENTATION
OCTOBER 25, 2016
AGENDA

• Welcome and Introductions
• Stages of Mentoring
• Program expectations and guidelines
• Mentoring Partnership Agreement
• Contact information and schedule of events
• Mentor speaker Jenna Ronquillo
• Q & A
• Mentor pair meetings
STAGES OF MENTORING
THE BEGINNING

• Tonight!
  • Get to know each other
  • Create a mentoring agreement that establishes ground rules and expectations for both parties
THE MIDDLE

- Creating effective goal statements
- Focusing on how you plan to achieve goals that have been outlined in your agreement and developing an action plan
- Creating new goals as original goals are achieved
• Time for reflection on lessons learned, wisdom gained, and progress made by both the mentor and student

• It is important to acknowledge the successes and accomplishments achieved over the course of your mentoring partnership.

• Complete the program survey you will be sent in May
PROGRAM EXPECTATIONS
AND GUIDELINES
EXPECTATIONS

1. **Maintain regular contact**—mentors and students should commit to being in contact a minimum of twice a month during the program.

2. **Set clear and realistic goals**—today you will have a conversation that addresses goals for both the mentor and student. PLEASE NOTE: Mentors are not expected to provide internships or find jobs for their student.

3. **Be responsive**—both mentors and students are expected to return calls and emails in a timely manner (e.g. within two business days) to each other and the CSE mentor program administrator.

4. **Receive feedback**—it is important that as students you learn to be open to receiving feedback that is candid and delivered in a thoughtful and constructive way.

5. **Honor commitments**—if a mentoring conversation must be cancelled, it is expected that you and your mentor will do your best to communicate in advance of the meeting and reschedule.

6. **Evaluate**—at the end of the program, both participants will be asked to complete a survey to help us continue to improve the program for future students and mentors.
GUIDELINES

1. Each mentor/student pair must fill out, sign and return the mentoring partnership agreement. These should be returned within 5 business days of your first meeting.

2. You are responsible for the 3 R’s
   - **Receive**—make sure your email address is able to receive program messages. They will come from jblarson@umn.edu or csealumni@umn.edu
   - **Read**—please read carefully each message you receive
   - **Respond**—when requested, please respond to the message in a timely manner (within 2 business days)

3. If you encounter a problem—contact the CSE mentor program administrator immediately.
MENTORING PARTNERSHIP AGREEMENT
SMART GOAL MODEL

• Be Specific—the goal statement should be concrete and action-oriented. What specifically is the student trying to accomplish?

• Measurable—how will the student know when he or she has achieved the goal?

• Achievable—the goal should require work, but be attainable.

• Realistic—does the student have the ability and commitment to reach the goal?

• Timely—there should be a specific time-frame for achieving the goal which will hold the student accountable.
2015-16 CSE MENTOR PROGRAM
MENTORING PARTNERSHIP AGREEMENT

Sarah Smith                                      Carrie Jones
Student Name (please print)                     Mentor Name (please print)

Meeting Schedule
Responsibility for setting meetings: Sarah Smith
Frequency and duration: Twice a month, 30-60 minutes in duration. One in person, one call
How will schedule conflicts be managed: If a meeting needs to be canceled, the next meeting will be longer in
duration to make up for the missed meeting, or a new meeting will be made.

SMART Goals
Learn what my mentor does in industry through an on-site job shadowing day
Develop skills to prepare me for future internships and co-ops
Get advice on what technical electives to take
Attend an event together to be able to meet and network with other industry professionals in my mentor’s field

Partnership expectations
I am hoping my mentor can share advice on what courses are most important to take, as well as what else (outside of school activities) I can do
to make myself a better candidate for future industry experience. I would also like additional exposure to others in similar
jobs and industry to help hone my professional networking skills and prepare me for future interviews for
internships and co-ops.

Ground Rules (e.g. confidentiality, respect, communication tools)
Should either of us be unable to make a scheduled meeting, we will give at least 24 hrs notice
I will not share any information from my mentor unless I’m told it is okay
I will remain respectful of my mentor in terms of behavior and speech

Communicating Feedback Guidelines
We agree to come to each other as soon as possible with any feedback or suggestions to improve our mentoring
relationship. We also agree to be respectful of each other when communicating feedback, understanding that both of us are invested in
this mentoring partnership and want it to succeed.

We agree to honor the agreement as outlined above and will assess our progress at the program mid-point (January), as well as at the scheduled conclusion of the partnership.

Mentor Signature                                      Date

Student Signature                                     Date
PROGRAM RESOURCES AND CONTACT INFORMATION
PROGRAM RESOURCES

cse.umn.edu/mentormaterials
NEW MENTORING APP

Instructions on how to download the App can be found in your folders, or on the Mentor Materials page of the website. The App can also be accessed on a desktop computer.

The App contains
• Suggestions for discussion topics and activities
• CSE program contact info
• Mentoring resources and tips
• Campus resources
PROGRAM EVENTS

Upcoming:

• Nov. 3 - Free Webinar from Noon-1 p.m. “Take Control of Your Stress”

• Nov. 16 – U of M alumna Dr. Verna Price will be speaking on personal power at Nicholson Hall from 5:30-7 p.m.
PROGRAM EVENTS

Save the Date:

• Jan. 24, 2017 - Presentation by mentor and CSE and Carlson alum Jerry Holl on interview and communication skills
• Feb. 2017 - Mid-year event with other U mentor programs
• April 4, 2017 - Closing dinner
CONTACT INFORMATION

Joelle Larson, CSE Director of Alumni Relations
jblarson@umn.edu
612-626-1802
Walter Library, Office B18w
Office hours – M-F – 8:00 a.m. – 4:30 p.m.
Please welcome former student participant and current mentor Jenna Ronquillo, Materials Science ‘14
QUESTIONS?