CSE MENTOR PROGRAM
KICK-OFF & ORIENTATION

OCTOBER 24, 2017
AGENDA

• Welcome and Introductions
• Stages of Mentoring
• Program Expectations and Guidelines
• Mentoring Partnership Agreement
• Contact Information and Schedule of Events
• Tips from Past Participants
• Q & A
• Mentor Pair Meetings
STAGES OF MENTORING
Poll

By show of hands, how many of you have had a mentor before?

How many of you have been mentors before?
THE BEGINNING

• Tonight!
  • Get to know each other
  • Create a mentoring agreement that establishes ground rules and expectations of both parties
  • Start discussing goals you want to accomplish together
  • Set your next meeting date and time
THE MIDDLE

• Create effective goal statements and revise goals as needed
• Focus on how you plan to achieve goals that have been outlined in your partnership agreement and develop an action plan
• Take steps toward achieving goals
• Create new goals as original goals are achieved
• Try something just for fun! Go to a museum, sporting or cultural event, the CSE Winter Light Show, or do an activity you both enjoy. There will also be mentor program-related events for you to participate in.
THE END

• Reflect on lessons learned, wisdom gained, and progress made toward goals by both the mentor and student
• Acknowledge successes and accomplishments achieved over the course of the partnership
• Attend the closing dinner on April 3
• Determine whether you will continue to be in touch after the formal program ends, and if so, in what capacity
• Complete the program survey you will be sent in May
PROGRAM EXPECTATIONS AND GUIDELINES
Pop Quiz!

Who is responsible for initiating meetings, conversations, goals, and outcomes?

a) Both parties
b) The student
c) The mentor
d) The program administrator
EXPECTATIONS

• **Maintain regular contact** – be in touch with your partner at least two times per month during the program. Students take the lead.

• **Set clear and realistic goals** – each pair must fill out, sign and return the Mentoring Partnership Agreement within 5 days of your first meeting.

• **Be responsive** – return calls and emails within 2 business days to each other and to the CSE program administrator.

• **Provide and receive feedback** – students should be open to receiving feedback. Don’t be defensive, feedback is intended to help you succeed. Mentors, be respectful and constructive.
EXPECTATIONS

• **Honor commitments** – by being here, you are committing to the program until it ends in April

• **Be respectful**- If a mentoring conversation must be cancelled, it is expected that you will communicate in advance of the meeting and reschedule

• **Evaluate** – at the end of the program, complete a survey to help us continue to improve the program for future students and mentors
GUIDELINES

• If you encounter a program, contact the CSE mentor program administrator immediately at jblarson@umn.edu

• Mentors are not expected to provide internships or find jobs for their student

• Use mistakes made as teaching opportunities

• Set your next meeting/discussion at the end of each meeting/discussion

• It can be hard to keep momentum going over finals and winter break - set up a schedule of communications in advance
Pop Quiz!

What is not an acceptable form of communication between mentor and mentee?

a) Email
b) Phone/Text
c) In Person Meeting
d) Skype or similar
e) All of the above are acceptable
MENTORING PARTNERSHIP
AGREEMENT
RETURNING AGREEMENT

• Tonight – at the table where you checked in
• In the CSE Dean’s Office, Walter 105, during business hours
• Email an electronic copy to Joelle Larson at jblarson@umn.edu
• Return within 5 days of your first meeting/communication or Joelle will be following up with you
SMART GOAL MODEL

• **Specific** – the goal statement should be concrete and action-oriented. What specifically do you want to accomplish?
• **Measurable** – how will you know when you have achieved the goal?
• **Achievable** – the goal should require work, but be attainable.
• **Realistic** – do you have the ability and commitment to reach the goal?
• **Timely** – there should be a specific time frame for achieving the goal to hold you accountable.
SMART GOAL MODEL EXAMPLES

• Overall goal – Find a summer internship. SMART Goals associated with achieving the goal:
  • Have my mentor review my draft resume by Thanksgiving.
  • Conduct at least 2 practice interviews by December 31.
  • Identify 3 potential internships for next summer and talk to the Career Center about the application process by the start of spring semester.
  • Meet with at least 1 student who interned at each place I am interested in applying to learn more about their experience by the application deadline.
PROGRAM RESOURCES AND CONTACT INFO
PROGRAM RESOURCES

cse.umn.edu/mentormaterials
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:

• Free Webinar – Our Pursuit of Happiness, Thurs. Oct. 26, 12-1 p.m.
• Free Webinar – The Art of Tactful Self-Promotion at Work, Wed. Nov. 29, 12-1 p.m.
• Resetting the Conversation on Science, Wed. Dec. 6, 7 p.m.
• CSE Winter Light Show – December 1-2 and 7-9, 5:30, 6:00, and 6:30 p.m.
PROGRAM EVENTS

Save the Date:

• Late January/Early February – CSE Mentor Program presentation by mentor and alumnus Kurt Schneider on making professional connections
• February/March – Mid-semester event with other U mentor programs
• April 3, 2018 – Closing dinner
Pop Quiz!

What happens after the closing dinner on April 3?

a) Mentors and students no longer need to meet, but can if they choose
b) Mentors and students should meet through the end of the school year
c) Mentors and students must track progress towards goals set out in the partnership agreement and return results to the program administrator
d) Students must complete a reflection paper
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.
TOP TIPS FOR SUCCESS

Please welcome Alyssa Hennen, Biomedical Engineering ’14, a first time mentor last year.
TIPS FROM PAST STUDENTS

• Don’t be afraid – ask as many questions as you can! Being with a mentor is like digging for treasure, and the more you ask, the more you uncover.
• Set goals and expectations from day one.
• Meet/communicate with your mentor regularly, and come to discussions prepared with questions and topics to cover.
• Network – make connections through your mentor to others.
• Get to know your mentor on a personal level – the mentors are kind and interesting people!
TIPS FROM PAST MENTORS

• Be open minded, patient, and flexible – students get busy, so you may need to reach out to them to get things back on track.

• Listen carefully and figure out what your student really needs from the relationship. Every student is different.

• Help your student network and make connections beyond your relationship.

• Create clear goals and expectations up front, and encourage your student to think about what their long term goals are.

• Provide insight and share stories of struggles and successes, but don’t assume your path is their path.
QUESTIONS?