



# *Mentoring Program Guidebook*

*The Ohio Center for the Advancement of Women in Public Service*  
The Honorable Grace L. Drake, Director  
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## **Welcome to the Maxine Goodman Levin College of Urban Affairs Mentoring Program**

This program will provide you with the parameters and expectations for the mentoring relationship. These guidelines have been established in order to maintain a high level of quality and integrity throughout the program. They provide the latitude to create a partnership that works for you and your goals.

Our goal is to help bring partnerships together and allow you to foster the relationship to the extent you deem appropriate. Our mission is to provide students with an opportunity to seek advice and guidance about careers and their personal and professional skills by creating relationships between students and business and public policy experts.

### **Mentoring at the Maxine Goodman Levin College of Urban Affairs**

In 1998, the Maxine Goodman Levin College of Urban Affairs Visiting Committee created a mentoring program in order to participate directly with Levin College students. The Committee members who founded the program realized that offering students a relationship that blended networking, willing expertise, guidance, and an opportunity to learn was the most effective way to share their knowledge and experience.

The Mentoring Program is a partnership between the Visiting Committee and the Ohio Center for the Advancement of Women in Public Service, a research center within the College directed by Senator Grace Drake. Senator Drake believes strongly in mentoring and the benefits that result from such a connection. While Senator Drake is especially committed to providing mentors for Levin students from the political/public sector, the program also actively draws mentors from the private sector. The Mentoring Program helps facilitate voluntary relationships between mentors and students for one academic year.

### **Program Expectations**

The Mentoring Program brings together experienced professionals with Maxine Goodman Levin College of Urban Affairs students to give the students opportunities to seek advice and guidance about careers. The Mentoring Program provides programmatic support to facilitate the establishment and development of the mentoring relationships. The following paragraphs provide information on the expectations of the Mentoring Program, the mentors, and the students.

## **Roles and Responsibilities**

### **The Maxine Goodman Levin College of Urban Affairs Mentoring Program:**

The Maxine Goodman Levin College of Urban Affairs Mentoring Program through the Ohio Center for the Advancement of Women in Public Service helps bring partnerships together and provides programmatic support to facilitate the establishment and development of the mentoring relationship.

The Maxine Goodman Levin College of Urban Affairs Mentoring Program has committed to:

- Recruit, interview, and match mentors and students.
- Provide an orientation session for students and mentors.
- Provide a copy of the guidebook for mentors and students.
- Track and assist with participant activities via email, meetings, correspondents, telephone calls and surveys.

### **Mentor:**

A mentor is someone who makes a difference in another person's life. A mentor participating in the Mentoring Program will have the opportunity to impact the life and career of an undergraduate or graduate student in his/her final semester(s) at the Maxine Goodman Levin College of Urban Affairs, Cleveland State University.

The partnership between a mentor and a student is built upon trust, respect, and professionalism. As a participant in the Maxine Goodman Levin College of Urban Affairs Mentoring Program, the mentor has committed to:

- Maintain the relationship for one academic year (September-May).
- Attend the Mentoring Program Introduction dinner to meet student.
- Meet with the student at least four times during the year.
- Correspond with student through email and/or telephone conversations.
- Serve as an advocate or guide for student in helping to achieve set goals.
- Share personal knowledge and experience with student.
- Give guidance about how to conduct oneself in a professional setting.
- Facilitate networking.

### **Student:**

A student participating in the Mentoring Program is junior, senior or graduate student at the Maxine Goodman Levin College of Urban Affairs who has submitted an application, a resume, a recommendation letter from a professor and/or employer, and has completed the interview process. The student must be motivated to assume responsibility for her/his own professional and personal growth and development.

The student must initiate contact with the mentor, plan an agenda for meetings and stay focused. It is strongly recommended that the student not expect or ask for a job or internship from his/her mentor! The student should write thank you notes to all people he or she meet through the mentoring relationship, especially the mentor.

The partnership between a mentor and a student is built upon a foundation of trust, respect, and professionalism. As a participant in the Maxine Goodman Levin College of Urban Affairs Mentoring Program, the student has committed to:

- Maintain the relationship for one academic year (September-May).
- Attend the informational meeting and schedule an interview session.
- Establish goals they want Mentor to help them achieve. Goals are to be submitted in writing to Senator Drake during interview process.
- Submit a signed Statement of Understanding Agreement.
- Attend the Mentoring Program orientation to meet mentor.
- Attend Careers in Government session during Career week (October & March).
- Meet with mentor at least four times during the year.
- Continually correspond with mentor through email and/or telephone conversations.
- Keep mentor informed and ask for clarification when needed.
- Share personal knowledge and experience with mentor.
- Take advantage of the opportunities mentor provides.
- Cancel and/or reschedule appointments **IN ADVANCE**.
- **Regularly update Mentoring Coordinator as to their progress in the program.**

### **Mentoring Etiquette:**

To begin to establish a mentoring relationship mentors and students may want to share the following information:

- Preferred name
- Why you decided to participate in the program
- How long you have been in your current position
- A brief educational history
- A brief job description
- Any hobbies or interests that you feel comfortable sharing

The completion of three activities is mandatory. These help lay the foundation of the mentoring partnership:

1. Meet for an informal breakfast or lunch. Learn about each other's backgrounds and interests. Focus on the Mentor/Student Assessment Plan (provided at the orientation) and discuss how to accomplish specific goals.

2. Review student's resume, career plans, selection of classes and electives, and participation in skill workshops to facilitate preparation for the industry or function of interest. Provide student with input and feedback.
3. Meet at mentor's office and discuss the mentor's professional responsibilities.

Mentors and students may also want to complete some of the suggested activities listed below to make the most of the mentoring experience:

1. Allow student to attend a staff meeting, tour the mentor's company, and meet the mentor's colleagues. At this point, student may want to get involved in a project.
2. Shadow the mentor and/or one of the mentor's team members to gain firsthand understanding of a "typical day in the life of....." It is helpful to have the student observe when a specific project or strategy is being formulated.
3. Invite mentor to the College for events sponsored by the Ohio Center for the Advancement of Women or other departments.
4. Arrange with mentor to attend a business function such as a conference, seminar or professional association meeting. This opportunity can enable the student to interact with professionals in a specific industry.
5. Participate in an informal fun outing (CSU events or golf outings).
6. Set up meeting dates in advance during of the following months: Last week of October, January, February, and March.

***If the mentor or student is having trouble connecting with one another or if business/academic pressures prevent the participant from fulfilling the mentoring commitment he or she should contact Michaela Smith at the Ohio Center for the Advancement of Women in Public Service at (216) 687-9222 or email [msmith@urban.csuohio.edu](mailto:msmith@urban.csuohio.edu)***