

Welcome to the Mentoring Program!

This is an important step to enhancing your future. In the coming months, you and your mentor will collaborate and create a meaningful professional relationship. Each relationship is a unique experience varying from student to student. This experience will afford you the opportunity to gain invaluable information from a top-ranking expert in a local organization.

History:

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. Since 2001, Senator Grace Drake has partnered with the Visiting Committee. 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.

Guidelines:

This guidebook is designed to 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.

Goal:

Our goal is to help bring partnerships together and allow students and mentors to foster the relationship to the extent they 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, business and public policy experts.

Benefits of the mentoring experience:

- Building self esteem and confidence when dealing with professionals.
- Acquiring tangible experience in career networking.
- Gaining wisdom and support from another viewpoint according to your area of career interest.
- Learning the elementary essentials of a workplace environment through an expert.
- Establishing a comfortable relationship that hopefully inspires you in many facets of life.

Recommended Program Timelines:

- October, 2011: Mentor Interview
- December, 2011: Decision on whether you will write a research paper, complete a project, or maintain a traditional mentoring relationship. **
- March, 2012: Resume Critique
- End of April 2012: Wrap Up Meeting and submit log and project/paper.

**If you decide not to write a paper or complete a project, you are still obligated to write a short summary paper analyzing your experience.

Roles, Responsibilities, and Expectations

Mentoring Program Coordination:

Senator Drake and her staff provide the following coordination to facilitate the mentoring relationships:

- 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 participant activities via email, meetings, telephone calls, and surveys.

Student:

The partnership between a mentor and a student is built upon a foundation of trust, respect, and professionalism. As a participant in the Levin College Mentoring Program the student shall:

- ***Initiate and maintain active* contact with the mentor, plan the agenda for meetings, and stay focused.**
- Do not ask nor expect a job or internship from your mentor.
- Maintain the relationship from October-April.
- Perform the interview session.
- Submit a signed Statement of Understanding.
- Attend the Mentoring Program Orientation.
- Complete pre-established assignments.
- Keep the information in the Mentoring Log accurate and up-to-date.
- Keep mentor informed and ask for clarification when needed.
- Share personal knowledge and experience with mentor.
- Take advantage of the opportunities the mentor provides.
- Cancel and reschedule appointments **IN ADVANCE**.
- Maintain contact with mentor monthly by phone, email, or with meetings.
- Update Mentoring Program staff monthly on progress with a short email.
- Complete research paper, project, or summary paper by mid April.

If the mentor or student is having trouble connecting or a challenge emerges that prevents participants from fulfilling the mentoring commitment, please contact the office of the Ohio Center for the Advancement of Women in Public Service at (216) 687-9222 email levin.mentoring@csuohio.edu

Helpful Hints for a successful and meaningful relationship:

- Foremost, mentors believe in this program and more importantly, believe in you. Thus, you must also take a vested interest in your mentor because they are knowledgeable and revered in their respective careers.
- The outcome of this experience will depend on how much effort you actually put into the program; creating and maintaining a successful professional relationship is vital and yet takes time.
- You set the parameters as to how you want to utilize your time as a mentee.
- While you are building your relationship, be sure to always thank your mentor for their guidance.
- Additionally, research the company or organization he or she works for so you can be well-informed about your mentor.
- Learn as much as possible and ask various questions pertaining to: the culture of the company, skills, how to balance work and home life, etcetera. NEVER discuss salary or ask for employment during or after the mentorship.
- Use your knowledge to potentially help the company and mentor by conducting research for school related projects and papers. Your professor and mentor will be impressed.
- If possible, offer non-traditional activities to bond with your mentor to supplant email and phone meetings.

Keep in mind the following information throughout the year:

1. Please be mindful that your mentor is one of the heads of their organizations. Just like you, they are extremely busy. Please do not be offended if they do not respond to you as quickly as you have hoped.
2. Moreover when calling your mentor, you may have to schedule appointments with their assistant, but do not find this off-putting; remember that your mentor values this experience as well.
3. When contacting your mentor, please exude professionalism at all times. Do check over emails twice to ensure that you are using proper spelling and grammar. At the collegiate level, improper emails look careless. Always speak well and refrain from using slang or inappropriate language around your mentor.
4. Do not forget the importance of keeping the Senator and the office for the Ohio Center for the Advancement of Women in Public Service informed of the progress of your relationship. If we have to contact you, you are not fulfilling the aforementioned obligation.
5. In the beginning, you may feel nervous about contacting your mentor, but remember your mentor is here for support and guidance. Additionally, if you have any questions or are unsure about anything, please do not hesitate to call or email our office. Waiting to discuss a problem will only worsen the situation, and we are here to ensure that everything is running smoothly.

Business Attire Etiquette

One of the main goals of the mentoring program is to begin making professional connections that will help you enter your career field with a promising start. By dressing well, you exemplify the ideals of professionalism and will be viewed more seriously.

When meeting with your mentor, dress professionally. Please dress as you would if you were going for a job interview. First impressions are crucial, but subsequent meetings still need to be taken seriously. If you are unsure, always err on the side of overly dressed. The following information is provided to help you make the right professional decisions.

Many organizations view tattoos and excessive piercings as unprofessional, please keep this in mind when preparing for meeting with your mentor.

Here is a list of Don'ts in regards to professional attire;

- ❖ Do not dress as you would to go out on campus
- ❖ Do not wear anything tight, low-cut, revealing, ill-fitted, torn, sloppy, dirty, or smelly
- ❖ Do not wear a lot of cologne, perfume, make-up, or flashy jewelry
- ❖ Do not wear anything that you need help getting into
- ❖ Most importantly, JEANS ARE UNPROFESSIONAL and should be avoided

Acceptable and Unacceptable Clothing

Men:

Acceptable: Khakis or dress pants, sweaters, polos, button-down shirts, shirts with collars, blazers, suits, loafers with socks or other clean dress shoes.

Unacceptable: T-shirts, Sport team jackets or anything with a large logo, sweats or jogging clothes, hiking boots, athletic shoes, sandals and flip flops, hats or caps, shorts, ANYTHING denim.

Women:

Acceptable: Slacks, skirts (appropriate length), or long shorts, jackets, sweaters, flat leather shoes with socks or hose.

Unacceptable: Leggings or spandex pants, casual, athletic, or short shorts, short skirts, bare shoulders, anything tight-fitting, clogs, flip-flops, and anything men should not wear.

Inappropriate



Appropriate



What to Expect Throughout the Year

First Semester:

September/October: Apply and interview for the program

October: Attend introductory mentoring dinner to meet your mentor and learn expectations
Begin establishing a relationship with your mentor and conduct the mentoring interview

November-December: Decide if you are going to work on a project for your experience and meet with mentor

Second Semester:

January –February: Continue meeting with your mentor and working on your project

March: Start planning a meeting for your resume critique that should happen in early April

April: Attend wrap up dinner and turn in your mentoring log, project or experience paper

If Problems Arise: Everything presented in this guidebook is purposefully designed to ensure that you are fully prepared to have a successful mentoring experience. Occasionally, problems do arise. As soon as you realize there may be a problem, please try to address the situation immediately. Prolonging the problem only exacerbates the situation, and hinders progress. The second step after realizing a problem has occurred is to explain the situation to your mentor. Please be courteous and respectful when discussing the matter, and try to meet with them in person. He or she will hopefully be able to help alleviate the situation. If your mentor can not help, then come to the Center and speak with Senator Drake, or a program assistant. We will provide assistance and feedback to resolve the problem.

Questions for first meeting

The questions below are provided to you in hopes of establishing a successful first time meeting. Both the mentor and mentee should answer questions that you find intriguing.

1. What are your expectations for this relationship? (Keep in mind, expectations may evolve).
2. Do we need to establish any ground rules?
3. What do you expect to gain after our experience has ended?
4. Do you believe there will be anything that can possibly hinder your duties as a mentor or mentee?
5. What are the best days to contact each other?
6. What is the best medium to contact each other?
7. What compelled you to become a mentor or mentee?
8. What do you think your greatest assets are for this relationship?
9. Is there anything that makes you apprehensive about this experience?
10. Which attribute do you think is your best?
11. Please describe a life accomplishment that you are most proud of.
12. Who do you believe has impacted your life the most?
13. What interested you when first deciding your career or educational path?
14. Where do you see yourself in ten years?
15. Do you have any hobbies that you enjoy?
16. Describe your favorite place to go in or around Cleveland.
17. Where is your favorite place to travel?
18. If you could only eat one meal the rest of your life, what would it be?

Project Guidelines

Mentor Interview

October 29 | Submit to: levin.mentoring@csuohio.edu

Suggested Interview Questions:

1. Who do you work for/who are you accountable to?
2. What are your major accomplishments?
3. What are your major challenges?
4. What are the area's major challenges?
5. How has your position changed from when you first started?
6. Does the mentor manage any staff members and what is the budget?
7. What is the source of funding and how is it allocated?
8. What is the mentor's background, education, previous and current job experience?
9. Why did you choose your field of interest as a career?
10. To what do you attribute your success?
11. What is your self-described management or leadership style?
12. What is your favorite part of the job? Least favorite?
13. What technical skills do you have such as budgeting, HR, law, engineering, social work, GIS, urban design, or writing?
14. Do you have certification, registration, or license in a professional field?
15. What professional organizations or certifications are helpful in your career?
16. Does your organization hire people with a degree in my related field?
17. What do you see as a growing demand or trend in your field?
18. What educational or career advice do you have for me?

Spring Project Possibility Step 1

December 2011 | Submit to: levin.mentoring@csuohio.edu

The mentor and mentee can decide to either keep the relationship general or to brainstorm and identify projects that the mentor is working on that the mentee would be interested in from the period of January through April. Once a mutually accepted approach has been decided, the plan of action must be submitted to the office the Ohio Center for the Advancement of Women in public Service before the end of December.

Some areas to consider would be:

- Opportunities to attend planning, public, or other meetings or shadow employee(s).
- Current issues or concerns to be tackled.
- The larger implications of this work to society or the field.
- How the media covers this issue or the organization.

Spring Project Recap Step 2

April 9, 2012 | Submit to: levin.mentoring@csuohio.edu

Provide 1-3 page recap highlighting:

- Meetings attended
- Issues addressed
- How the mentee got involved
- How the mentoring relationship has impacted the mentee
- Final comments on the mentoring relationship

Resume Critique

April 9, 2012

Submit revised resume to: levin.mentoring@csuohio.edu

Student:

Please provide your resume and this sheet to the mentor for them to address.

Note to Mentor:

The student also has accessibility to the CSU's Career Center for additional help. We are requesting the mentor's help as a professional in the student's field of interest. Our goal is to help the student prepare a structural- yet complete and focused- picture of their employment possibilities.

Resume Critique Questions:

1. Is the resume easy to read and appealing to the eye? If not what are some suggestions?
2. Would this resume end up in the "IN" pile during a job search? If yes, for what position? If not, why?
3. What is the candidate missing either on the resume or in their skill set/background that could be beneficial to entering into this work?
4. What are the main questions/concerns/warning signs that the candidate should address on their resume (gaps in the resume, unrelated work experiences, too many job changes, general confusion, ect.)?
5. Is there too much unnecessary data on the resume that is distracting from their qualifications for this field?
6. Is the resume too long or too short, succinct or long-winded?
7. Are there any critical sections that are missing or lacking important information: contact information, experience, education, or other sections that the mentor might prefer to see when reviewing candidates like job objective, professional profile, honors and awards, professional interests and memberships, or keyword summary?
8. Does the resume have a specific theme related to the position or field? What are some suggestions in building a compatible theme?
9. Is the resume format acceptable to the mentor?
10. Does the resume have any misspellings or typos?
11. Are there any accomplishments that you think the student may have that are not properly captured on the resume? If so please generate a conversation to uncover those areas and why they are important.
12. Is the resume exciting? Are there action verbs that jump from the page? Are their keywords that catch your attention?
13. Do you feel that this student could benefit from additional assistance from Cleveland State's Career Services?

Checklist for the 2011-2012 Mentoring Year

(Minimum suggestions for the mentoring experience)

- Attended Introductory Dinner: October 2011**

- Met with mentor and conducted mentoring interview**

- Decided if I will be completing a project or writing a summary paper (December)**

- Met or spoke with mentor in January**

- Met or spoke with mentor in February**

- Met with mentor in March and completed my resume critique**

- Turned in project summary or mentoring experience summary**

- Turned in log book**

- Attended the Mentoring Wrap Up Dinner**

- Sent Thank you Card to mentor**

Notes

