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WELCOME TO THE MENTORING PROGRAM!

Thank you for volunteering your time for the Levin College Mentoring Program!

GOAL

Mentoring allows professionals in leadership positions and students to build partnerships. The program provides students with opportunities to build a network and develop professional skills. Mentors provide guidance as students examine career choices during the academic year.

HISTORY

Senator Grace L. Drake founded the Mentoring Program under the Ohio Center for the Advancement of Women in Public Service. Since its inception, the program has helped hundreds of students by matching them with public and nonprofit sector leaders.

GUIDELINES

This guidebook will provide you with the parameters and expectations for the mentoring relationship. The program offers flexibility to create a partnership that's best for you and your student and the personal goals you have set for the program.

DISCLAIMER

The 2020-2021 Mentoring Program will be **100% VIRTUAL** until further notice. This includes all events, as well as mentor/mentee meetings. Thank you for your continued partnership!
Acquiring networking experience;
Developing a clearer understanding of career opportunities;
Gaining career-related advice and support;
Learning the ins and outs of a workplace environment (Particularly a virtual/remote work environment);
Sharpening and learning new skill-sets;
Refining communication skills;
Building self-esteem and confidence;
Developing lifelong friends and connections;
Accessing a network of program alumni and professionals;
Improving academic performance.
The partnership between a mentor and a student is built on a foundation of trust, respect, and professionalism. As a leader in your organization, we know you possess the necessary skills required to establish a close relationship with your student. With your leadership experience, you will be a great mentor!

**Mentoring Program Coordination**

Center Staff provides the following coordination to facilitate the mentoring relationships:

- Recruit, interview, and match mentors with students;
- E-introduce the mentors and mentees;
- Provide a copy of the guidebook for mentors and students;
- Host a virtual welcome session for students and mentors;
- Host multiple virtual events, such as panel discussions, a speed networking event, and an end of the year celebration;
- Track and assist participant activities via email, Blackboard, virtual meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion.
Expectations of the Mentor

As a mentor, please keep in mind the following throughout the program:

- First, picture yourself as a student – what would you like to gain from this experience? How can we create a special experience for both parties, even if it's virtual?
- The formal mentoring relationship takes place within the course of the academic year. Attempt to include your student in as many virtual/remote work activities as you possibly can (i.e. board committee meetings, check-in meetings, networking opportunities, professional events, webinars, etc.);
- Even if your job is not working remotely, see if you can set up any virtual events/meetings with your organization to showcase your mentee and facilitate those networking opportunities!
- Try your best to return email and phone calls in a timely manner. We know you are busy, but we would like for you to have at least monthly contact with your student. Determine a platform such as FaceTime, Zoom, Skype, etc. that will best work for you and your mentee's meetings and minimize distractions;
- Learn the positive qualities of the student and help strengthen those attributes which may be lacking. Constructive criticism offered in a positive way can be helpful;
- Help them understand the best times during the day to communicate with working professionals;
- Serve as an advocate and help guide the student to achieve his or her goals;
- Demonstrate professional conduct and proper virtual etiquette;
- Part of the mentoring process is for you to share career knowledge and the ways in which you got started in your career;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Although your student is in charge of reaching out, please be mindful that a few students may be little shy and need encouragement during the initial weeks;
- If possible, please reach out to your mentee before the welcome sessions! In the past, the welcome sessions served as the chance to meet your mentee for the first time. This year, your "e-introduction" supplements this in-person introduction. (We also recommend that you connect with your mentee to ensure you are attending the same "welcome session".)
Ways to Make the Most Out of Your Virtual Meetings!

- Host a coffee chat! Pick a time to chat and play around with your background (if applicable) to mimic your favorite local coffee shop.
- If your workplace is not remote, perhaps ask your colleagues from different departments if they would be interested in joining you in a meeting to meet your mentee! This way, they can learn multiple aspects of your work environment. You can also show them around your space.
- Ask your mentee to sit in on webinars, professional events, shadow meetings, and more.
- If using Zoom, use the poll feature and get to know your mentee in a more fun way! Or, utilize other virtual tools that will make your time together more interactive and productive.
- Utilize the screen-sharing feature if using Zoom to show your mentee any pertaining documents you may have, or perhaps create an engaging agenda to go over in the beginning of the meeting to set you and your mentee on track for a successful meeting!
- Attend a Women's Leadership webinar, Levin College Roundtable Discussion, or a community virtual event together! And, set aside time to debrief after.

- Be creative! Have fun and make this experience worth remembering!
THE 2020-2021 MENTORING PROGRAM SCHEDULE OF EVENTS

Welcome Sessions

Please note: All sessions will be held from 4:30-6 pm virtually via Zoom until further notice. Mentors and students are invited to all events.

End of September/Beginning of October:
Mentors will be contacted and paired with mentees.

Welcome Sessions

Wednesday, October 21st:
Students’ last names starting with A-J

Thursday, October 29th:
Students’ last names starting with K-Z

*Mentors are not required to attend a welcome session, but strongly encouraged. Please verify with your student which session they will be attending.

This will serve as your chance to get to know the program, as well as meet other mentors and students in this year’s cohort.
Panel Discussions: "Meet the Mentors"

**Wednesday, November 18th:**
Environmental Studies

**Wednesday, December 2nd:**
Urban Planning and Development

**Wednesday, January 27th:**
Nonprofit Management

**Wednesday, February 24th:**
State and Local Government

*Panelists will be selected by Center Staff. If you are interested in volunteering to be a panelist, please contact a.higl@csuohio.edu.

Speed Networking

**Wednesday, March 31st:**
An opportunity to network with your Mentoring Program Cohort

End of the Year Celebration

**April: Date TBD**
Use these events as an opportunity to broaden your professional network and interact with your fellow cohort members! Take inspiration from the 2019-2020 cohort, where four mentors with similar professional experience and students who shared common interests formed an environmental club! The group put together discussions and meetings, allowing students to apply academic concepts to real-world experiences.

Read more about the group here: [https://urban.csuohio.edu/news/cpnms-environmental-mentoring-team-inspires-students-through-collaborative-effort](https://urban.csuohio.edu/news/cpnms-environmental-mentoring-team-inspires-students-through-collaborative-effort)

(Pictured Right) 
Quasar Energy 
Facility Tour 
(2020)

(Pictured Left) 
Akron Recycling 
Facility Tour 
(2018)

Note: Step Outside your Comfort Zone!
Please Note: Students have access to the CSU’s Office of Career Services for additional resume writing help. We are requesting the mentor’s guidance as a professional in the student’s field of interest to review their resume. The goal is to help the student prepare a 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. Does the resume have any misspellings or typos?
3. Is the resume exciting? Are there action verbs that jump from the page? Are there keywords that catch your attention?
4. Is there too much unnecessary data on the resume that is distracting from their qualifications for this field?
5. 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.
6. Are there any critical sections that are missing or lacking important information: i.e. contact information experience, education, etc...
7. What is the candidate missing either on the resume or in their skill set/background that could be beneficial to entering into your line of work?
8. Does the resume have a specific theme related to the position or field?
9. What are some suggestions in building a compatible theme?
10. What are the main questions/concerns/warning signs that the candidate should address on their resume (i.e. gaps in the resume, unrelated work experiences, too many job changes, general confusion, etc.)?
Please note: All operations of the Center will be remote for the time being, meaning the Center’s Cleveland State location is CLOSED. Again, we appreciate your patience and understanding during these unusual times!

Please contact the Center for Public and Nonprofit Management if you have trouble reaching your student.

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*INDICATES CELL PHONE NUMBER, PLEASE USE FOR IMMEDIATE ASSISTANCE/EMERGENCIES ONLY
If a Problem Arises

Everything presented in the 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 sooner rather than later. The second step after realizing a problem has occurred is to explain the situation to your mentee. If the problem still is not resolved, then contact the Center and speak with us. Staff will provide assistance and feedback to resolve the problem.

Connect with us on Twitter!

Follow us at @CSU_LevinCPNM, and tweet your #MentoringMoments!

Feel free to send picture, testimonials, & feedback to a.higl@csuohio.edu.