THE 2020-2021 MENTORING PROGRAM

Student Guidebook

#MENTORINGMOMENTS

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WELCOME TO THE MENTORING PROGRAM!

You're about to embark on a journey that's designed to broaden your professional network. In the coming months, you and your mentor will create a meaningful, professional relationship designed to improve your knowledge of your chosen career field. Each relationship is a unique experience, and varies from student to student. This opportunity presents you with a chance to gain valuable information from locally-based experts.

GOAL

Mentoring builds partnerships between high-level leaders and dedicated students. You'll build your network and refine professional skills. Your mentor will provide guidance as you examine your career choice 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. No exceptions will be allowed.
BENEFITS OF THE PROGRAM INCLUDE...

- 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 Levin College student, we know you possess the necessary skills required to establish a close and meaningful relationship with your mentor.

Mentoring Program Coordination

Center Staff provide 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 a end of the year celebration;
- Track and assist participant activities via email, monthly Blackboard journals, virtual meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion via Blackboard.
Expectations of the Student

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

- Agree to the program requirement (addressed at the interview);
- Perform the interview session;
- Attend the Mentoring Program events;
- Determine a platform such as FaceTime, Zoom, Skype, etc. that will best work for you and your mentors meetings and minimize distractions;
- Initiate and maintain active contact at least monthly with the mentor from October-May, plan the agenda for meetings, and stay focused;
- Cancel and reschedule appointments with your mentor IN ADVANCE;
- Update Mentoring Program staff monthly on Blackboard;
- Set up Zoom appointments with staff if an issue arises;
- Update your Blackboard journals in a timely manner;
- Keep mentor informed and ask for clarification when needed;
- Share pertinent knowledge and experience with mentor, and potentially help the organization and mentor by conducting research for school-related projects and papers. Your professor and mentor will be impressed;
- Take advantage of the opportunities your mentor provides;
- Research the company/organization of your mentor so you can be well-informed about your mentor's work life;
- Never discuss salary, nor ask or expect a job/internship from your mentor;
- Demonstrate professional conduct and proper virtual etiquette;
- Dress as you would if you were going for a job interview;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Proofread emails twice (or three times) to ensure that you're using proper spelling and grammar. Please refrain from using slang or inappropriate language in both verbal and written communication;
- In the beginning, you may feel nervous about contacting your mentor, but remember your mentor is here for support and guidance;
- Learn as much as possible and various questions pertaining to: the culture of the company, skills, how to balance work/home life, etc.;
- The outcome of your experience will depend on how much effort you put into the program;
- Mentors believe in the program, and more importantly, believe in you!
Think of major goals or outcomes you want to achieve as a result of your mentoring experience and write them down. Discuss them with your mentor. What do you want your goals to look like? Do you want to learn more about the industry, their experience, and networking? Alternatively, you may be unclear as to what your goals are and can further discuss options with your mentor.

Please remember: Your initial meeting with your mentor will set the tone for the mentoring relationship.

It is important to take out your calendars once you have your meetings set up and set reminders in your phone or calendar to email, call, or meet with your mentor a few times per month.

Mentor Name:__________________________________________________

Organization: _________________________________________________

Best time to contact: ___________________________________________

Primary email:_________________________________________________

Assistant phone or email?________________________________________

Best phone number to reach mentor:______________________________
Listed are a few interview questions you can ask your mentor during your initial meeting.

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

- Host a coffee chat! Pick a time to chat and use a virtual background (if applicable) to mimic your favorite local coffee shop.
- Ask your mentor if you can sit in on webinars, professional events, shadow meetings, and more.
- If using Zoom, use the poll feature and get to know your mentor in a creative 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 mentor 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 mentor 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!
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 mentor which session you 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.
EVENTS (CONTINUED)...

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

*Students are encouraged to attend all panel discussion events*

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

(Pictured Right)
Quasar Energy Facility Tour (2020)

(Pictured Left)
Akron Recycling Facility Tour (2018)
Please Note: As a student, you have access to CSU's Office of Career Services for additional resume writing help. We are requesting the mentor’s guidance as a professional in your field of interest to review your resume, so please provide your resume and this sheet for them to address. The goal is to help you prepare a complete and focused picture of 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 be mindful that your mentor is a leader within their organization. Just like you, they are extremely busy and may not respond to emails or phone calls right away. If this becomes a continuous problem, please do not hesitate to contact the Center.

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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 designed to ensure 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 mentor. 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.

Additional Resources

Office of Career Services
Phone: 216.687.2233
Email: careers@csuohio.edu

Levin Student Services
Phone: 216.687.3884
Email: urbanprograms@csuohio.edu

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.