

College of Human Ecology
Kansas State University
Mentee Guide



Mentoring is defined as a relationship between two people- the “mentor” and the “mentee”. Mentors share valuable skills, knowledge and insight with mentees. Both mentors and mentees will learn throughout this process.

Introduction

Thank you for participating in the College of Human Ecology’s Professional Mentoring Program. This program was created with your success in mind! Developing professional relationships and networks, prior to graduation and entering the work world, is an excellent opportunity. You will gain knowledge and insight into careers within your field as well as professional skills that will assist with your transition from the world of academics to career fields.

Mission

The Professional Mentoring Program connects students with professionals in their field of study who provide networking, professional skills and career advice in order to better prepare them to enter the work world.

Program Goals

- Provide a professional development opportunity for Human Ecology students
- Assist the student in establishing contact with a sage professional outside of the university setting
- Facilitate the student’s transition into the professional community
- Engage K-State alumni and friends in a meaningful way for the benefit of our students

Student Mentee Responsibilities

- Mandatory orientation meeting to learn expectations of program
- Responsible for initial contact with mentor and for setting up the first meeting, as well as “driving” the relationship
- Respectful of mentor’s time and honor commitments
- Open to constructive feedback from mentor
- Commit to the mentoring relationship until graduation
- Keep confidences and realize the mentorship is a professional relationship

Time Commitment

- Mentors and mentees should meet at least an hour a month by phone, video-conferencing or in-person.
- Commit to being engaged and accessible. Keep set appointments. Make time to meet with your mentor!
- It is appropriate to “job shadow” your mentor, however there is no expectation of a job offer or an internship.

Communication

- Share your goals with your mentor. Let them know what you hope to learn and be honest and open in your relationship with them.
- Make sure to reply to emails or phone messages from your mentor within a timely manner (within 24 hours).
- Be prepared for your meetings with questions or even a planned agenda. Use your mentor’s time wisely!
- Be gracious when receiving feedback or constructive criticism from your mentor. Thank them for their time they are volunteering to help you.
- Don’t be afraid to ask for advice and help with goal-setting from your mentor. They are experienced professionals who were once in your shoes.
- Contact the program director, Pamela Erickson (perick@k-state.edu or 785-532-2552) with questions or concerns.

Getting Started

It is your responsibility to make initial contact with your mentor. Email your mentor to plan your first meeting. Introduce yourself and offer them times and days you are available. The first meeting should be by phone, in-person or videoconferencing (Skype, Zoom). Allow at least an hour to get to know one another, and to set expectations and goals for the relationship. It is highly recommended that at the end of each meeting you know when you plan to meet next.

The following document can be used as a roadmap:

K-State College of Human Ecology Professional Mentoring Program

Mentor-Mentee Agreement

The following form is a suggested document to share between the mentor and mentee to complete at the beginning of the relationship. The agreement and mentoring relationship may be terminated at any time, however it is anticipated that the pairing will agree to at least a year time commitment. At the end of the year, it may be decided to continue with the program or end the commitment. In either case, it is the hope that you will remain in contact.

Mentee's Name: _____
Preferred Method of Communication: _____
Phone: _____ Email: _____
Other: _____

Mentor's Name: _____
Preferred Method of Communication: _____
Phone: _____ Email: _____
Other: _____

1. The Mentoring Relationship will last until the mentor or mentee wishes to withdraw from the program. For purposes of the CHE Professional Mentoring Program, the formal relationship will terminate when a.) the mentor or mentee requests to terminate the relationship or; b.) the mentee graduates or is no longer enrolled in the College of Human Ecology at Kansas State University. Please notify the Program Director, Pamela Erickson, perick@ksu.edu or (785) 532-2552 if any of these events occur.
2. We will meet (circle one): Weekly/Bi-Weekly/Monthly/Other _____ by Phone/Video Chat (Zoom, Skype, Facetime, etc.)/Other _____. At the end of each meeting, we will set up a time for the next meeting.
3. In between meetings, we will contact each other by Email/Text/Other: _____
4. All information between mentor and mentee shall be kept confidential, unless otherwise discussed and agreed upon by both parties.
5. The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback.
6. We agree that the mentor role will be: _____

7. We agree that the mentee role will be: _____

8. Specific goals to be achieved.

Mentee's Signature: _____ Date: _____

Mentor's Signature: _____ Date: _____

The First Meeting

Once you have agreed on a set time and day for your first meeting, think about what goals you have and how your mentor can help accomplish them.

The following are some suggestions and advice for the first meeting with your mentor.

Getting to know one another

Ask your mentor to share their “story” with you. How did they decide to enter the career field? What was college like for them? Ask them to share their resume with you. This meeting is about meeting one another and developing rapport. Be a good listener! You should also share your story with your mentor.

Talk about mentoring

Discuss previous experiences with mentoring. What worked well or what could’ve been improved? What do you each hope to get out of the mentoring relationship?

Review the Mentor-Mentee Agreement

Take time to go through the Agreement. Outline expectations of how you will meet and how often. Agree that you will both respect one another’s time and respond promptly to emails or other correspondence. Responsibility and trust are the foundation of a good mentoring relationship. How will you establish accountability, and each do what you say you are going to do?

As part of the Agreement, you will discuss **goals**. What do you hope to accomplish? Let your mentor know what help or advice you would like. Discuss the goals that you have for the relationship. Remember that your mentor will have their own goals for the relationship. Put these in writing so you both can review them frequently and assess progress.

Plan the next meeting

It’s a good idea to set the time and day for the next meeting/phone call at the end of each meeting. Communicate to your mentor what you’d like to discuss during the next meeting and create an agenda that can be sent to your mentor prior to the discussion. This helps you to guide the relationship. Most mentors and mentees will meet at least an hour once a month. However, you and your mentor can decide what will work best for both of you.

Suggested Activities & Topics of Discussion

- Ask your mentor to review your resume, discuss cover letters, interviewing skills and overall job search strategies.
- Discuss professional development organizations, internships or other involvements that would help you enter into your career field.
- Ask your mentor if you may shadow them to learn more about their business. Ask them if they can connect you to other professionals in their network.
- Discuss academics and ask their advice how they balanced the demands of being a college student.
- Ask for feedback about professional “soft-skills”. This includes your communication style, handshakes, email and social media.
- Ask them what they wish they had known when they were in college!

Program Support

In order for you to have the best mentoring experience possible, please do not hesitate to contact the program director at any time if you have questions or concerns. We will also keep in regular contact with you by sending monthly newsletters with updates and suggestions, periodic evaluations and resources on our website <http://www.he.k-state.edu/mentoring/>

The mentoring relationship is intended to last until a student graduates. Due to other commitments or just a general lack of connectedness, pairings may decide to terminate their relationship earlier. Please let the director know of any such decisions. Our hope is that mentors and mentees will remain a part of one another’s professional network even if they are not formally a part of the Professional Mentoring Program.

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