

ALUMNI MENTORING PROGRAM

MENTORING GUIDE

*Mentors & Mentees: Thank you for your interest in our pilot program,
TAMS Alumni Mentoring Program (AMP)!*

*Our hope is to pair ambitious TAMSters with outstanding TAMS alumni for the
betterment of both individuals. This guide gives a general overview of our
expectations and guidelines for the program, pertaining to both the Alumni
Mentor and Student Mentee.*

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LAST UPDATED: 7/29/16

TABLE OF CONTENTS

ROLES & EXPECTATIONS	3
FOR THE TAMS ALUMNI MENTOR	3
FOR THE STUDENT MENTEE	4
INTERACTION GUIDELINES	5
FOR THE MENTOR	5
FOR THE MENTEE	7
MEETING LOCATION SUGGESTIONS	9
SUGGESTED ACTIVITIES	10
FOR THE MENTOR	10
APPLICATION & MATCHING PROCESS	11
FOR THE MENTOR	11
FOR THE MENTEE	11
THANK YOU, MENTORS!	12
CONTACT US	12

ROLES & EXPECTATIONS

FOR THE TAMS ALUMNI MENTOR

The TAMS Alumni Mentor serves as a motivator, resource, supporter, and coach to the senior as the Student Mentee nears completions of the TAMS program. As an Alumni Mentor, sharing your personal and professional experiences helps pave the way to success for a TAMS student.

What are the benefits to the Alumni Mentor?

We hope that in mentoring a student, the Alumni Mentor will:

- Refine their coaching and mentoring skills
- Feel a sense of satisfaction in “giving back”
- Grow their professional network
- Learn about the TAMS of today
- Experience a renewed connection with the TAMS Program

What is expected of me as a Mentor?

The Mentor and Mentee have the flexibility to decide how best their relationship will work. We do, however, have a few guidelines regarding the relationship:

- A commitment to continue the mentoring relationship until graduation (May 2017)
- Spend at least two hours per month building your mentoring relationship
- Document interactions with the Student Mentee through a monthly activity log
- Maintain and model professional behavior (define appropriate interactions, if needed)
- Conduct any in-person meetings in public locations
- Help your student to set goals and develop an action plan to track progress
- Respond to communication in a timely manner
- Communicate issues within the mentoring relationship to AMP program staff at TAMSAMP@unt.edu

What is *NOT* expected of me as a Mentor?

- To offer jobs or internships to your Mentee
- To initiate all contact with your Student Mentee (this should be a two-way relationship)

ROLES & EXPECTATIONS

FOR THE STUDENT MENTEE

Student Mentee spots are limited by the number of Alumni Mentor volunteers and are only open to seniors. As a Student Mentee, you'll be given access to a lifetime of knowledge and experience of a former TAMSter. If selected for the program, it is pertinent to take the mentoring relationship seriously, since other classmates were not afforded the opportunity.

What are the benefits to the Student Mentee?

Your Alumni Mentor will:

- Aid you in developing your professional and communication skills
- Coach you in setting goals for the future and developing an action plan
- Give career development advice
- Help you to diversify your interests
- Act as a resource to develop a professional network

What is expected of me as a Student Mentee?

The Mentor and Mentee have the flexibility to decide how best their relationship will work. We do, however, have a few guidelines regarding the relationship:

- A commitment to continue the mentoring relationship until graduation (May 2017)
- Spend at least two hours per month building your mentoring relationship
- Make first contact with your assigned Mentor
- Set specific goals for the mentoring relationship with your Mentor
- Be receptive and open to feedback and assignments
- Maintain professional and respectful behavior within the relationship
- Respond to *all* communication in a timely manner
- Complete a two-part "Feedback Project" (instructions to be provided)
- Communicate issues within the mentoring relationship to AMP program staff at TAMSAMP@unt.edu

What NOT to do as a Student Mentee:

- Do not ask for a job, internship, or financial sponsorship
- Do not meet in private with your mentor (always choose a public location)
- Do not wait for your Mentor to initiate contact (this relationship is two-way)

INTERACTION GUIDELINES

FOR THE MENTOR

Forms of Contact

We realize that many of our Alumni Mentors will only be available to mentor remotely. While emails and text messages might be used for quick communication, we highly encourage utilizing technology for a more enriching relationship such as:

- Speaking over the telephone
- Pursuing face-to-face contact such as Skype, FaceTime, Google Hangouts, etc.

Professionalism

The mentoring relationship is professional in nature. Your Student Mentee has been instructed to always remain courteous, respectful, and not overly personal. We expect our Alumni Mentors to help us uphold this standard for our TAMS students.

Establish Time Guidelines

Establish with your Student Mentee what timeframe is appropriate to call, text, or email (e.g. not before 8:00 a.m. and not after 7:00 p.m.)

Appropriate content

We stress that this is a professional relationship. Though you may develop a bond with your Student Mentee, please remember that they are not your peer (and are minors).

- Do not share personal details about romantic relationships or personal issues
- Do not allow your Student Mentee to share personal details about romantic relationships or personal issues
- If you feel uncomfortable or that boundaries have been overstepped, please contact the AMP program staff at TAMSAMP@unt.edu

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INTERACTION GUIDELINES

FOR THE MENTOR (CONT.)

Meeting Guidelines

- Any time you meet in-person with your Student Mentee, meet in a **public location** on the UNT campus or at one of the retail restaurants off of West Hickory Street
 - You may arrange to meet with your Student Mentee further off-campus by emailing AMP program staff at TAMSAMP@unt.edu for written confirmation
- Any time you meet virtually with your Mentee through a telephone call, Google Hangout, IM/Chat, Skype, etc., please be sure that the student is in a **public location** such as Mac Cafe or the computer lab
 - Do not allow the Student Mentee to conduct meetings in the privacy of their dorm room (if necessary, refuse to meet until the student changes locations).

Activity Log

Mentors will maintain an activity log documenting all activity with the student, submitted to the AMP program staff at TAMSAMP@unt.edu. A template will be provided.

Institutional Support

The Alumni Relations Coordinator will contact mentors periodically to monitor progress, safety, check-in about goals, and to provide support for mentors.

INTERACTION GUIDELINES

FOR THE MENTEE

Electronic correspondence

- Even if the communication is informal in nature, always use proper grammar and avoid abbreviations
- Limit text messages and email to short, rapid communications
- Never cancel, reschedule, or change the location of a physical meeting over text message or email

Professionalism

The mentoring relationship is professional in nature. Your communication should always be courteous, respectful, and not overly personal. Treat your interactions as though you are speaking with a potential employer, not with a peer.

Be mindful of time

- Establish with your mentor what timeframe is appropriate to call, text, or email (e.g. not before 8:00 a.m. and not after 7:00 p.m.)
- Always be punctual and reliable
- If you must cancel a meeting, give adequate notice
 - Avoid cancelling meetings for anything other than an emergency or illness

Appropriate content

We stress that this is a professional relationship. Though you may develop a bond with your mentor, they are not your peer.

- Do not share personal details about romantic relationships or personal issues
- Do not allow your mentor to share personal details about romantic relationships or personal issues
- If you feel uncomfortable or that boundaries have been overstepped, please contact the AMP program staff at TAMSAMP@unt.edu

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INTERACTION GUIDELINES

FOR THE MENTEE
(CONT.)

Meeting Guidelines

In-Person

Any time you meet in-person with your Mentor, meet in a **public location** on the UNT campus or at one of the retail restaurants off of West Hickory Street

- You may arrange to meet with your Alumni Mentor further off-campus by emailing AMP program staff at TAMSAMP@unt.edu to obtain written permission

Virtually

Any time you meet virtually with your Mentor through a telephone call, Google Hangout, IM/Chat, Skype, etc., please conduct your meeting in a **public location** such as Mac Cafe or the computer lab

- **Do not** conduct your meetings in the privacy of your dorm room

Mentor Meeting Calendar

You must log all scheduled appointments, including virtual meetings, on the Mentor Meeting Calendar (instructions to be provided). Include the time and location of your meeting.

Institutional Support

The Assistant Director for Student Life will contact students periodically to monitor progress, safety, check-in about goals, and to provide support.

MEETING LOCATION SUGGESTIONS

APPROPRIATE MEETING LOCATIONS (EXAMPLES)

- Public locations on the University of North Texas campus, such as:
 - UNT Union
 - Business Leadership Building
 - Courtyards or benches outdoors
- Retail restaurants on West Hickory Street, such us:
 - Viet Bites
 - Sushi Café
 - Salata
 - Crooked Crust
 - Pita Pit
 - Big Mike's Coffee
 - Chipotle

INAPPROPRIATE MEETING LOCATIONS (EXAMPLES)

- Anywhere off-campus without written confirmation from AMP program staff
- Dorm rooms
- Alone in an empty classroom

SUGGESTED ACTIVITIES

FOR THE MENTOR

There is no single way to conduct a mentoring relationship, but we have provided some suggested activities to consider as you and your Student Mentee get acquainted and build your relationship.

Goal Setting

- Set goals and expectations for the mentoring relationship
- Set goals for student and draft an action plan to track progress
- Draw relationships for the student between the present and distant future
 - E.g. *“How does the school you apply for now relate to your career goals in ten years?”* or *“How can present distractions or choices negatively impact your future plans?”*

Story Sharing

Share some of your personal experiences, perhaps with the following themes:

- Balancing school, work, and life
- “What I wish I would have known”
- Overcoming personal or professional challenges

Career & Education Conversations

- Describe your own path
- Advice & Experiences
- Transitioning from TAMS
- Applying for colleges
- Arrange for your Student Mentee to “job shadow” you or a local colleague

Job Search Process

- Resume & Cover Letter building
- Mock Interviews
- Guidance within your field

Networking

- Introduction of your Student Mentee to colleagues & professional contacts
- Attendance of a professional association or conference together

APPLICATION & MATCHING PROCESS

FOR THE MENTOR

Mentors will be chosen based on a combination of experience, personal statement, recommendation of references, and dependent upon background check. Eligible alumni must have graduated in or before 2011.

After reading this guide, please complete Alumni Mentor application at www.tams.unt.edu. The applications will remain open until August 31, 2016.

Once the applications close, the AMP program staff will review applications and notify alumni of their status within the Alumni Mentoring Program. After student applications have been submitted, the program staff will match Mentors with Mentees based on the criteria submitted on the application.

We anticipate that Mentor/Mentee pairs will be notified of their match late September 2016. Since this is a pilot program, the timeline for program launch is subject to change.

FOR THE MENTEE

Student Mentee spots in AMP will be limited by the number of participating Alumni Mentors. If you feel certain that you are prepared to meet the requirements of the program, you may submit a Student Mentee application at www.tams.unt.edu.

The applications will remain be open from September 12, 2016 – Date 19, 2016.

Submission of an application does not guarantee acceptance into the program. Once the applications close, we will notify students of their status. If accepted, students will be required to attend a short orientation during which they will receive contact information for their Alumni Mentor. Students are expected to make first contact with their Alumni Mentor.

THANK YOU, MENTORS!

Thank you for your interest in AMP and in giving back to the TAMS program. We are truly excited about the possibilities this program will provide for our students, and it certainly could not be achieved without outstanding Alumni Mentors.

Since ours is a pilot program, this guide will certainly evolve in the future. We welcome your suggestions throughout the year and will appreciate your participation in a “feedback survey” at the conclusion of the 2016-2017 program.

CONTACT US

If you have any questions about the TAMS Alumni Mentoring Program, or to communicate issues within the mentoring relationship, please contact the AMP Program Staff by emailing TAMSAMP@unt.edu or calling 940-565-3606.