STUDENT & ALUMNI MENTORSHIP PROGRAM

STUDENT MENTEE HANDBOOK
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Mission &amp; Goals</td>
<td>3</td>
</tr>
<tr>
<td>Mentee Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Your First Meeting</td>
<td>4</td>
</tr>
<tr>
<td>After Your First Meeting</td>
<td>5</td>
</tr>
<tr>
<td>Suggested Activities</td>
<td>5</td>
</tr>
<tr>
<td>Career Development</td>
<td>5</td>
</tr>
<tr>
<td>End-Of-Year Luncheon</td>
<td>5</td>
</tr>
<tr>
<td>Personal Respect and Harassment</td>
<td>6</td>
</tr>
<tr>
<td>Materials Provided</td>
<td>6</td>
</tr>
<tr>
<td>Contact Information</td>
<td>6</td>
</tr>
</tbody>
</table>
Mentor Program Mission
To connect undergraduate students with alumni who are established in their careers, in order to foster personal and professional growth through the practical application of networking skills, relationship building, and career-related development.

Program Goals
- Develop tools and resources to make informed career decisions.
- Through coaching and feedback, develop leadership, teamwork, creative thinking and interpersonal skills.
- Seek advice on personal growth, academics and career-related topics.
- Participate in a forum for the observation, practice and mastery of professional networking skills.
Mentee Responsibilities

- Initiate (at least) monthly communication
  - The student drives the relationship and indicates needs. The more that you commit to the experience, the greater the return will be.
- Respond to your emails & messages
  - Response should occur within two business days.
- Show up on time
  - Follow through on commitments, as your Mentor is taking time to engage in this experience with you.
- Be open and listen to constructive feedback
- Commit to the mentoring relationship
- Review and sign the Mentee Agreement

Your First Meeting

It is the Mentee’s responsibility to make the first contact and set up the first meeting. For first meetings it is recommended you meet over a lunch if the Mentor is available, or a phone call if not. There are many alternatives to the first meeting including a coffee or quick break after classes and work.

The Mentor is not responsible for the Mentee’s expenses which may occur as a result and vice versa. However, the Mentor is welcome to treat the Mentee if they wish.

Topics of conversation for the first meeting will vary but there are a few objectives:

1. Become acquainted
2. Establish communication expectations including frequency and method (email, phone, face-to-face, etc.)

Becoming Acquainted

Questions to ask your Mentor:

- Where did you grow up?
- Where did you go to high school?
- What was your Major in college? Minor?
- What has your career path looked like?
- What do you like most and least about your job?
- What has been your greatest success/failure?
- Would you do anything different?
- What are your hobbies and interests?
- Why did you want to be a Mentor?
After your First Meeting
It’s easier to get connected as Mentors and Mentees than to stay connected. Regular communication is key — enabling the mentoring relationship to thrive and become mutually beneficial.

The Mentee is responsible for reaching out to the Mentor at least once a month, whether it’s via email, phone, in-person or video chat. We also recommend you meet together in-person twice during the length of the program.

Though it’s the Mentee’s responsibility to contact the Mentor, more often than not, Mentors and Mentees will reach out to each other equally.

Suggested Activities
- Ask for feedback on fine tuning professional attitude and presence — often referred to as “soft skills.”
- Ask their opinion on relevant professional events.
- Invite your Mentor to attend campus events, such as club meetings or a “CALS Speaker Series” event.
- Forward your Mentor relevant articles for later discussion.
- Ask your Mentor to review such things as your resume, cover letter, LinkedIn profile and your elevator pitch.
- Ask your Mentor about their experience with various time management systems, calendar software programs and other apps which make them more productive and save them time.
- Ask for meetings with your Mentor’s colleagues for the purpose of networking and further career discussion.
- Ask to shadow your Mentor — or your Mentor’s colleague — for a few hours or a day. Nothing is as eye-opening as reality.
- Ask them about acquaintances they know in your area of interest.

Career Development
Often in the Mentor-Mentee relationship career and professional conversations will occur. Recognizing this, students also have access to the Career Services Center at the University of Idaho, and the College of Agricultural and Life Sciences liaison. We recommend that mentee’s take advantage of their one-on-one assistance as well, to supplement the mentorship experience.

More information can be found at https://www.uidaho.edu/current-students/career-services.

CALS Career Services Contact: Wendy Wegner — wwegner@uidaho.edu

End-of-Year Luncheon
To celebrate the success of the Mentors and Mentees in the UI CALS Mentorship Program an End-of-Year Luncheon will be held. This luncheon will serve as an opportunity for a final meeting, last words of advice, and some final programing before the semester of mentorship transitions into the Mentee entering their own individual experience.
Personal Respect and Harassment
All endeavors taken during the Mentorship Program should comply with the University of Idaho Student Code of Conduct, and agreement signed prior to the engagement in the Mentorship Program.

Materials Provided
Support materials and program contact information can be found on the University of Idaho CALS Mentorship Program webpage. Supplementary materials that the program director sees fit, will be distributed accordingly.

A monthly newsletter will be published with events, ideas and resources to further benefit the mentorship program.

Contact Information
If at any time during the program you encounter questions or concerns, please reach out to project coordinator and CALS Advancement Intern Dustin Winston at:

Dustin Winston
wins5749@vandals.uidaho.edu
208-550-5698

Or, CALS Director for Communications and Strategic Initiatives, Carly Schoepflin:

Carly Schoepflin
craska@uidaho.edu
208-885-4037