

# Mentoring Program Handbook

Making a Difference in the Life of a Student



**MENTORING PROGRAM**  
Spears School of Business

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## Welcome to the Mentoring Program

Welcome to the Spears School Mentoring Program.

I am so happy you have made the commitment to participate in this program. This handbook includes several tools designed to help you make the most of your mentoring relationship.

The Spears School Mentoring Program portal is accessed online at [www.okstate.chronus.com](http://www.okstate.chronus.com).

I look forward to working with you and hope that you will walk away at the end of the semester with a meaningful engagement experience. Please do not hesitate to contact me with any questions, concerns or feedback that you have about the program.

Sincerely,

A handwritten signature in cursive script that reads "Taylor Burmeier".

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## Mentoring Program Overview

The Spears School Mentoring Program provides an opportunity for alumni and friends to interact with Spears Business graduate and undergraduate students (protégés). Protégés develop both personally and professionally from the mentors' skills, support, experience and coaching.

The mentoring program runs concurrently with the spring and fall semesters.

Each semester, one reception will be held on campus for face to face communication between mentors and protégés. Other program communication is anticipated to be largely by phone or email. Mentors and protégés should communicate at least bi-weekly during the four month mentoring connection.

The program is not intended to be a job-hunting or recruiting vehicle. This program will provide protégés with an opportunity to network and gain insight that may impact their career and future.

The mentor/protégé connections are managed through the online service provider Chronus. Your profile is stored on Chronus, along with resources to assist you with your mentoring relationship. Chronus can also be used to communicate, but it is not required. Your initial mentor/protégé connection notification will come from Chronus and the end of semester survey will be managed through Chronus. [www.okstate.chronus.com](http://www.okstate.chronus.com)

## The Mentor/Protégé Connection

There are several stand-alone tips sheets available on the Resources tab of Chronus and are also included at the end of this handbook. Please take about thirty minutes to review these documents. They are designed to help both the mentor and protégé make the most of their relationship during the semester.

Below are some guidelines to follow for a successful partnership. Together you will determine which of these works best for your relationship.

### First Two Weeks:

1. Schedule introductory phone call - Protégés are expected to reach out to their mentor within 48 hours of their connection notification to schedule the first introductory phone call.
2. Prior to introductory phone call:
  - a. Review Quick Tips guide for your role in the relationship
    - i. *Quick Tips for Mentors* (p6)
    - ii. *Quick Tips for Protégés* (p7)
  - b. Review *Tips for First Phone Call* (p9)
  - c. Review *Guide to Timely and Efficient Goal Setting* (p10)
  - d. Review *Mentoring Partnership Agreement* (p12)
3. Become acquainted with each other and informally clarify your common interests, shared values, and future goals. If the appropriate time to become acquainted with one another's interests, values, and goals is given a high priority, the relationship will get off to a good start. During this time it is also important to establish confidentiality, which will help develop trust.

### Month One:

1. Determine your goals for the relationship
2. Complete the *Mentoring Partnership Agreement* (p12)
3. Establish a regular meeting schedule by which you communicate at least bi-weekly to work toward established goals

### Months Two and Three:

1. Work towards accomplishing established goals
2. Use the *Protégé Bi-Weekly Progress Check* form (p13) to assist in planning your calls/meetings and keep you on track towards meeting established goals
3. Revisit your goals occasionally to confirm you are on track

### Month Four:

1. Review your work over the last few months: What have you both learned?
2. Discuss the future
  - a. What will your next steps be?
  - b. Any parting words of advice from the mentor?
  - c. If you want to be re-connected the following semester, please notify the program manager of this request.
3. Complete the end of semester survey which will be distributed during the last two weeks of the semester

## Quick Tips for Mentors

- **Set a schedule.**
  - Set a scheduled call every two-weeks
  - Set calendar appointment/task for an occasional check-in call or email
- **Keep your scheduled calls.** If you need to reschedule, please let your protégé know as soon as possible and provide them with possible dates/times for your rescheduled meeting.
- **Respond to your protégé when they reach out to you via email or phone.** If you do not respond, they may not try again (although that is their #1 tip – to call/email again and again until you respond). Remember, the students do not know you (yet!) and feel like they are bugging you or you are really busy and don't have time for them if you don't respond.
- **Be committed and willing to dedicate time to your protégé.**
- **Set proper expectations.**
  - Know what you want out of the relationship and share that with your protégé.
  - Know and share with your protégé how much time you have available for them this semester. Agree that this is acceptable for both of you.
  - Complete the *Mentoring Partnership Agreement* (use as a guide at a minimum to help set expectations for your four month connection period)
- **Discuss issues or concerns when they arise.**
  - Try to work it out with your protégé first.
  - If that doesn't work, let Lindsey Wallace (program manager) know as soon as possible so the issue can be addressed.
  - Sometimes the mentor/protégé connection just isn't a good match, and that is ok. It happens! Let Lindsey know as soon as possible so she can attempt to reassign both of you to new partners.
- **Use your resources**
  - Mentoring Partnership Agreement
  - Guide to Timely and Efficient Goal Setting (includes suggested goals)
  - Tips for your first phone call
  - Spears School of Business Mentoring Program Handbook
  - Taylor Burmeier – [taylor.burmeier@okstate.edu](mailto:taylor.burmeier@okstate.edu) – 405.744.7536

## Quick Tips for Protégés

- **Be persistent.** It's ok to call or email your mentor and follow-up if they do not respond to your first contact. You are not bugging them. They signed up to be a part of the program. Give them at least 48 hours to respond before you follow-up.
- **Be prompt.** Reach out to your mentor within 48 hours of your connection notification to introduce yourself and schedule your first phone call. Be on time for your scheduled calls and meetings. Respond to any follow-up emails and calls within 48 hours of receipt.
- **Be prepared.**
  - Review the *Guide to Timely and Efficient Goal Setting* document and come to your first call prepared with what you would like to accomplish during the semester. You and your mentor can then discuss and prioritize the goals based on their expertise, the amount of time you both can commit, etc.
  - Prepare for your first phone call by reviewing the *Tips for your First Phone Call* document and implementing the tips.
  - Remember: You get out of it what you put into it.
- **Set proper expectations.**
  - Know what you want from your relationship with your mentor and share your expectations with them.
  - Know and share with your mentor how much time you have available for them this semester. Agree that this is acceptable for both of you.
  - Complete the *Mentoring Partnership Agreement* (use as a guide at a minimum to help set expectations for your four month connection period)
- **Understand the purpose of participating in the program.**
  - What it is: an opportunity to network and gain insight that may impact your career and future
  - What it is not: a job-hunting or recruiting vehicle
- **Set a schedule!**
  - Work with your mentor to schedule a bi-weekly phone call and make sure you keep the appointment. Treat this appointment the same as you'd treat an appointment for an interview. Who knows, your mentor could be your potential employer or a potential reference for you with your upcoming job hunt.
- **Discuss issues or concerns when they arise.**
  - Try to work it out with your mentor first.
  - If that doesn't work, let Lindsey Wallace (program manager) know as soon as possible so the issue can be addressed.
  - Sometimes the mentor/protégé connection just isn't a good match, and that is ok. It happens! Let Lindsey know as soon as possible so she can possibly reassign both of you to new partners.
- **Use your resources.**
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## Tips for First Phone Call

### Mentor's Responsibility

### Protégé's Responsibility

#### **Come prepared**

Read your protégé's profile on Chronus to learn about their field of study, interests, etc.

Read your mentor's profile on Chronus to learn about them.

#### **Review *Guide to Timely and Efficient Goal Setting***

Read document and come up with a few ideas to discuss with your protégé on your first call if they need assistance coming up with goals.

Read document and come up with a few goals to discuss with your mentor on your first call. After discussing which goals your mentor can best assist with, you'll be able to set your goals for the semester.

#### **Review *Mentoring Partnership Agreement***

Read the document and come up with a few of your top expectations of your protégé to discuss and confirm during your first phone call.

Read the document and come up with a few of your top expectations of your mentor to discuss and confirm during your first phone call.

#### **Discuss and seek agreement on:**

1. Top 3 expectations of your protégé

1. Top 3 expectations of your mentor

2. Your schedule and how much time willing to put into the relationship

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3. Meeting times - look at your calendar and set, at a minimum, your next phone call. If possible schedule out next several phone calls and in-person meeting (if possible)

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4. Determine goals for the semester and timeline for accomplishing them

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5. Confirm best contact information to use: email and phone number

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6. Agree to be candid. If the relationship isn't working, try to resolve, but if not possible, agree to contact Lindsey Wallace to seek a new protégé assignment

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# Guide to Timely and Efficient Goal Setting with Sample Goals

Appropriate goal-setting is crucial to the success of the mentor program and its participants. You're more likely to get the results you want if you know how to set achievable and relevant goals. Below are some of the most important factors in successful goal-setting:

**Realistic Expectations:** It's wonderful to aim high and have big dreams, but design your goals to be realistic and achievable. Break down goals into feasible steps, providing opportunity for many mini-successes along the way. When setting your goals, keep in mind the length of the mentor relationship is only four months. Also consider how much time both the mentor and protégé have to work on the goals.

**Specifics:** It's challenging to measure completion of a goal unless the specifics are laid out from the very beginning. Avoid agreeing upon goals that are too vague, such as, "I hope to become a respected leader in the field" and consider goals that are specific and measurable (see examples below).

**Relevancy:** If the goals that the protégé are expressing are not specifically related to things that the mentor can assist with, then these goals are better left outside of the relationship. Focus on goals where the mentor can be of strong, related assistance. It's okay to lay ideas out like cards on a table, and pick and choose the ones that make the most sense for the partnership.

**Timing:** In order for goals to be achieved, there should be clear time-table set up for each step of the process. Agreeing upon set times for completion of specific steps ensures that the protégé has an aim for completion.

**Feedback:** Appropriate goal setting should include plenty of opportunity for feedback and evaluation along the way. Check-in occasionally to seek/give advice and possibly even to re-evaluate certain goals.

## Sample Goals

Below is a list of sample goals for the protégé and some related tasks to help reach those goals. This list is not all-inclusive and is only a starting point to help both the protégé and mentor with the goal setting process.

### **1. Improve Interview Skills**

- a. Mock Interview with Mentor
- b. Mentor provide protégé with questions that they've either asked or been asked in an interview
- c. Meet in person to go over give feedback on body language during an interview (posture, eye-contact, etc.)
- d. Interview follow-up skills (thank you note, etc.)

### **2. Improve Job Search Skills**

- a. Protégé writes and Mentor edits and gives feedback on cover letters
- b. Mentor reviews Protégé's resume
- c. Mentor assists Protégé with navigating the recruitment process
- d. Discuss career goals to help narrow down jobs to those that will lead to meeting those goals
- e. Mentor review Protégé's LinkedIn Profile and offer suggestions for improvement

### **3. Submit Graduate School Application**

- a. Mentor review and suggest edits to Protégé's essay
- b. Mentor review Protégé's final application

- 4. Determine what type of impact you want to leave**
  - a. Protégé write their own obituary and mentor review it
  - b. Discuss steps to take to reach Protégé's goals of making their impact
- 5. Ask mentor for a suggestion on a book to read that has helped them in their career**
  - a. Protégé reads book and then has discussion with their Mentor

# Mentoring Partnership Agreement

**Name of Mentor:** Click here to enter text.

**Name of Protégé:** Click here to enter text.

**Frequency of Communication:** Click here to enter text.

**Modes of Communication:** Click here to enter text.

## Protégé's Top 3 Expectations of Mentor:

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

## Mentor's Top 3 Expectations of Protégé:

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

**Mentorship will Last From:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **to:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Mo. Day Year Mo. Day Year

*\*Note: You can find the start and end dates in the right side-panel of your mentoring connection space.*

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**Mentor's Signature**

**Protégé's Signature**

## Protégé Bi-Weekly Progress Check

Protégés can use this form to think about what needs to be done as they move through the mentoring relationship; fill out this questionnaire prior to each mentoring session. Protégé recaps progress made since last session and prepares for immediate next step(s).

For a goal you are working on, use the questions below to monitor your progress and to establish intentions for continuing to move ahead.

My goal: [Click here to enter text.](#)

How am I generally feeling about reaching this goal right now?	<a href="#">Click here to enter text.</a>
What two actions did I take this week to lead me closer to my goal?	<a href="#">Click here to enter text.</a>
What stood in the way of my forward movement this week? What do I want to do about these obstacles?	<a href="#">Click here to enter text.</a>
What aspect of this goal do I want to discuss in my upcoming mentoring session?	<a href="#">Click here to enter text.</a>
What are my intentions around this goal for the coming weeks?	<a href="#">Click here to enter text.</a>