

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 and profiles is accessed online at www.okstate.chronus.com. Mentoring Program website with more resources: <https://migrate-business-v2.okstate.edu/mentoring-program/index.html>

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,

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Mentoring Program Overview

At the beginning of each semester we match our Spears Business students with a mentor based on major, career path history (career interests for the students), geographic location, or outside interests/hobbies. This is a very unique one-on-one mentorship that few other universities or even other colleges on our campus offer, and we would love for you to be a part of it. This is a great way for alumni or friends of OSU to give back and get involved with students on campus. (You do not have to be an OSU graduate to be a mentor!)

Mentors help students develop professionalism, give advice in different areas (resume, cover letter, interview, what business life is like, etc.), and help them gain confidence in moving outside of their comfort zones. We also provide many resources to help support these mentor/protégé relationships, including professional development tools, resume, cover letter, and interviewing guides, and conversation starters. We have found this program to be extremely beneficial for not only the students, but also the mentors. We encourage students and mentors to meet or talk on the phone at least twice a month if possible, but we understand that sometimes life gets busy. We host one event a semester that gives students and mentors the opportunity to meet in person and network with other students and mentors. (Due to COVID-19 our in-person events are on hold) This program only takes a max of 2 hours of your time a month, but reaps many benefits. This is an exciting, but intimidating time of students' lives and it's because of people like you that we are able to help better prepare them for the world after college

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**
 - Books/Podcasts/TedTalks listed on the website. Utilize these and discuss with your protégé
 - Guide to Timely and Efficient Goal Setting included in this document (includes suggested goals)
 - Tips for your first meeting
 - Determine if you and your protégé are going to use the structured timeline to help keep you on track, or if you are going to use your own timeline. (This resource can be found on the Mentoring Program website)
 - Discuss your protégés Merlin Exercise that they should have completed in their orientation. This exercise can help you better understand them and their goals. (Merlin Exercise is also attached at the end of this document)

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.**
 - Books/Podcasts/TedTalks listed on the website. Utilize these and discuss with your mentor.
 - Guide to Timely and Efficient Goal Setting included in this document (includes suggested goals)
 - Tips for your first meeting
 - Determine if you and your mentor are going to use the structured timeline to help keep you on track, or if you are going to use your own timeline. (This resource can be found on the Mentoring Program website)
 - Complete Merlin Exercise and share with your mentor so that they can better understand you.

Tips for First Meeting

	Mentors	Proteges
Come Prepared	Read your protégé profile on Chronus to learn about their field of study, interest, etc.	Read your mentor's profile on Chronus to learn about them.
Review Timeline on website	Read timeline document and come up with a few ideas to discuss with your protégé if they need assistance coming up with goals.	Read timeline document on the Mentoring Program website and set your goals using the Merlin Exercise. Share this with your mentor.
Discuss and seek agreement on:	<ol style="list-style-type: none"> 1. Go over and discuss protégés Merlin Exercise 2. Your schedule and how often you would like to meet. 3. Meeting times – Look at your calendar and set, at a minimum, your next phone call. If possible schedule out next several phone calls or in person meetings if relationship allows. 4. Determine goals for the semester and timeline for accomplishing them 5. Confirm best contact information to use 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 	<ol style="list-style-type: none"> 1. Review your Merlin Exercise and discuss with mentor 2. Your schedule and how often you would like to meet 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 meetings if relationship allows. 4. Determine goals for the semester and timeline for accomplishing them 5. Confirm best contact information to use 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 mentor assignment

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

Mentor Program Goal Setting – MERLIN EXERCISE

We ask that every student complete this exercise and discuss with mentor. This gives mentors a chance to learn more about the student on a personal level and understand their goals.

Name:

Anticipated Graduation:

Merlin has a crystal ball that can help you see your future. Answer the below questions to see what's to come! 3-4 sentences for each question.

1. It's the first day of your first job after graduation and you are so excited to begin this new phase of life. What company are you working for and what job are you going to be doing? (Short term goal)

2. It's been 10 years and you made it back to Stillwater for your first home football game in quite a while. You run into an old college friend that you haven't seen in years. They ask you what you've been up to, what do you tell them? (Long term goal)

Goal Setting:

Based on your answers above, what do you need to be doing now to reach your short term and long-term goals?

Short Term Goal (Based on number 1 above):

Long Term Goal (Based on number 2 above)

Career Awareness:

Do you know what major you want to declare? If yes, what is it?

Do you know what career you want to pursue? If yes, what is it?

Career curiosity: What have you done to explore your personal career interests? Who has had an influence on your career interests and how?

Now the hard part is done!

Share this with your mentor to help them better understand how they can support you and help you grow.