

# ALUMNI MENTORING PROGRAM

## MENTORING GUIDE

*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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## AMP AT A GLANCE

- Alumni Mentors paired with TAMS Seniors
- Duration of program: Fall 2018 through Spring 2019
- Mentoring can take place in-person or remotely
- Mentor support and resources: AMP Orientation Webinar, AMP Syllabus, closed Facebook group for discussion with other mentors, monthly assignments
- Mentor requirement: Online activity log, survey
- Student requirement: Assignments and seminars throughout program, end-of-program survey

## 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 end of Spring 2019
- Foster your mentoring relationship on a regular basis
- 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](mailto: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
- Help you to diversify your interests
- Give career development advice
- 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 throughout March 2019
- Make first contact with your assigned Mentor
- Communicate with your Mentor on a regular basis (at least every two weeks), actively build your mentoring relationship
- Respond to *all* communication in a timely manner (within 48 hours)
- Maintain professional and respectful behavior within the relationship
- Set specific goals for the mentoring relationship with your Mentor
- Be receptive and open to feedback and assignments

- Communicate issues within the mentoring relationship to AMP program staff at [TAMSAMP@unt.edu](mailto:TAMSAMP@unt.edu)
- Complete monthly assignments by posted due date

As mentees, it is important to understand that your mentor is donating their valuable time to participate in this program in order to help you succeed. We want to ensure that their time is not being taken for granted. If you are found in violation of the relationship guidelines, the following consequences may be implemented:

- Verbal and/or written warning by an AMP Coordinator and a formal apology letter written to your mentor
- Disqualification from the AMP program

#### **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:

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

#### **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](mailto:TAMSAMP@unt.edu)

### Meeting Guidelines

- Any time you meet in-person with your Student Mentee, meet in a **public location** on the UNT campus
- You may meet with your Student Mentee further off-campus, but please notify AMP program staff of your meeting location/details ahead of time at [TAMSAMP@unt.edu](mailto:TAMSAMP@unt.edu)
- 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 through an online form. Instructions 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.

### Orientation Webinar

There will be an AMP Orientation held via webinar (date TBD) for AMP Mentors to virtually meet one another and allow AMP Staff to go over the details of the program.

## Mentor Community

A closed Facebook group will be available for alumni mentors to connect with one another and share ideas, concerns, frustrations, and successes. This group is for Alumni Mentors only and is **not** for student use.

# INTERACTION GUIDELINES

## FOR THE MENTEE

### Electronic correspondence

- **Never** cancel, reschedule, or change the location of a physical meeting over text message or email without a confirmation (phone call is always best)
- Cancellations should be made no later than 72-hours in advance. Plan ahead and do not “stand up” your Mentor. Standing up your Mentor will result in immediate disqualification from the program.
- Even if the communication is informal in nature, always use proper grammar and avoid abbreviations
- Limit text messages and email to short, rapid communications
- Always include a signature with your name at the bottom of your emails

### 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 (72 hours)
  - 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](mailto:TAMSAMP@unt.edu)

## Mentee Community

A closed Facebook group will be available for student mentees in order for AMP Coordinators to make announcements and post reminders. Student mentees can also use this group to share tips, ideas, and successes. This group is for students only and is **not** for Alumni Mentor use.

## 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 meet with your Alumni Mentor further off-campus, but please email AMP program staff in advance with the details/location of your meeting: [TAMSAMP@unt.edu](mailto:TAMSAMP@unt.edu) .

### *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

## Institutional Support

The Assistant Director for Student Life or the Academic Counselor will contact students periodically to monitor progress, safety, check-in about goals, and to provide support. Please do not hesitate to reach out to any TAMS or AMP staff.

# MEETING LOCATION SUGGESTIONS

## APPROPRIATE MEETING LOCATIONS (EXAMPLES)

- Public locations on the University of North Texas campus, such as:
  - UNT Union
  - Business Leadership Building



- Mac Café
- Courtyards or benches outdoors
- Retail restaurants on West Hickory Street, such as:
  - Viet Bites
  - Sushi Café
  - Salata
  - Crooked Crust
  - Pita Pit
  - Aura Coffee
  - Chipotle

### INAPPROPRIATE MEETING LOCATIONS (EXAMPLES)

- Anywhere off-campus without emailing AMP program staff in advance
- Dorm rooms
- Alone in an empty classroom
- Mentor's home
- Mentee's home

# SYLLABUS

	THEME	ACTIVITY
SEPTEMBER	GOAL SETTING & EDUCATION CONVERSATIONS	GET TO KNOW YOU & MENTORING PARTNERSHIP AGREEMENT, COLLEGE CHOICES, COLLEGE ESSAYS AND INTERVIEWS GUIDANCE
OCTOBER	WEAKNESSES	DISCUSS WEAKNESSES, WHY THEY CAN BE A LONG-TERM PROBLEM, HOW TO IMPROVE THEM, AND HOW TO MAKE THEM LEARNING/GROWTH TOOLS
NOVEMBER	CAREER DEVELOPMENT	RESUME BUILDING, COVER LETTER, MOCK INTERVIEWS
DECEMBER	BUSINESS ETIQUETTE	APPROPRIATE DRESS, BUSINESS COMMUNICATIONS, & PUBLIC SPEAKING
JANUARY	CAREER PATHS & NETWORKING	ROADMAP TO SUCCESS, "ELEVATOR PITCH"
FEBRUARY	ADDING FUN TO YOUR RESUME	DISCUSS EXTRACURRICULAR ACTIVITIES
MARCH	PREPARING FOR UNIVERSITY	MENTOR EXPERIENCES, STUDENT CONCERNS AND QUESTIONS, PREPARING FOR LIFE CHANGES

## FOR THE MENTOR AND MENTEE

We have provided the syllabus above is an outline for this program to help guide and grow your mentoring relationship. We understand that there is no single way to conduct a mentoring partnership, so we encourage you to explore more activities and topics with each other as the program continues.

## 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 2012.

After reading this guide, please complete Alumni Mentor application at [www.tams.unt.edu](http://www.tams.unt.edu). The applications will remain open until August 2, 2018.

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 Mentees will choose their Mentor based on the Mentor's submitted information and Connect profile. The Mentees will then submit three Mentor selections by September 7, 2018, and the AMP program staff will then begin pairing.

Mentors will be notified of their Mentee pairing on September 11, 2018.

### 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](http://www.tams.unt.edu). The applications will remain open until August 31, 2018.

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 an orientation during which they will receive contact information for their Alumni Mentor. Students are expected to make first contact with their Alumni Mentor within three days.

# CALENDAR

2018-2019

		<b>PRESENTER</b>
2 JULY	MENTOR APPLICATIONS OPEN	
2 AUG	MENTOR APPLICATIONS CLOSE	
6 AUG	MENTEE APPLICATIONS OPEN	
31 AUG	INTRO TO AMP / MENTEE APPLICATIONS CLOSE	MIRANDA HOLLAND
3 SEP	MENTEES RECEIVE MENTOR LIST	
7 SEP	MENTOR SELECTIONS DUE	
11 SEP	MENTORS NOTIFIED OF MENTEE PAIRING	
12 SEP	AMP ORIENTATION*	MIRANDA HOLLAND
26 SEP	ICE CREAM SOCIAL	
15 NOV	(LOCAL ALUM/MENTOR PRESENTATION)	TBD
3 DEC	MIDYEAR SURVEY (DUE DEC. 7 <sup>TH</sup> )	
5 FEB	SPRING KICKOFF	
EARLY MAR	END OF YEAR SURVEY	
LATE MAR	AMP CELEBRATION	

\*Required

Calendar subject to change.

## 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 still a young 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 2018 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](mailto:TAMSAMP@unt.edu) or calling 940-565-3606.