



THE MENTORING PROJECT  
Florida Atlantic University

*Connections*  
Mentee Manual

# Mentee Orientation Manual

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## **WELCOME**

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We are excited you have chosen FAU and are interested in being mentored. *Connections* is a structured mentoring program for new students here at FAU that is offered through The Mentoring Project (TMP). As a *Connections* mentee, you will have the opportunity to build a relationship with an FAU faculty member, staff member, graduate student, or upper-class peer mentor who has similar academic interests, involvements, and/or hobbies. Your mentor is volunteering their time to you to help you take full advantage of the opportunities here at FAU. For the remainder of the year, your mentor and the TMP staff will guide you in defining your personal and academic goals. You can expect to be supported and encouraged and if needed pushed and challenged throughout the year.

## **MISSION.VISION.VALUES.GOALS**

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### **Mission**

To promote student success by increasing student engagement through mentoring programs.

### **Vision**

Create a campus environment where all students can confidently state who their mentor is and how mentoring has impacted their student success at FAU.

### **Values**

The mentoring project values **I.M.P.A.C.T.** - Integrity, Mutuality, Patience, Authenticity, Collaboration, and Trust.

### **Goals**

- To foster a sense of belonging to the FAU community
- To help build strong mentor-mentee relationships
- To encourage participation in campus events, student clubs, research and internships
- To connect students with campus resources and academic support

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **WILL I ONLY WORK WITH ONE MENTOR?**

Yes. You are paired with one mentor, however if your mentor cannot continue with the program or you would like a new mentor, we will work with you to find a new match.

### **CAN I USE MY MENTOR TO HELP FIND A JOB OR AN INTERNSHIP?**

No. The Mentoring Project does not provide mentees with employment or internship opportunities. However, a mentee can seek career advice from her mentor on a current or future career path.

### **WHAT ARE THE BENEFITS OF BEING A MENTEE?**

Mentees often describe their mentor as an invaluable resource. Studies also show that students with mentors: positively adjust to college, are more likely to graduate, have a greater overall satisfaction with their college experience, increase their self-efficacy and perceived confidence in their ability, and fare better on other key measures of college success than students who lack mentoring connections.

### **HOW WAS I MATCHED?**

The Mentoring Project staff matched you based on your profile responses. Our match algorithm weighted your goals for the mentoring relationship, major & minor areas of interest, and personal interests to find a match. If you expressed interest in being matched with someone of the same gender or ethnicity that was also considered. Finally, if you are the first in your family to attend college, we looked for a match who shares that experience.

### **WHAT ARE THE PROGRAM EXPECTATIONS?**

- Commit to one (1) academic school year
- Meet mentor at least three (3) times per semester
- Attend Connections events
- Complete check-in forms and program evaluations
- Inform Mentoring Project staff of any concern

## THE MENTORING PROJECT STAFF CONTACT LIST

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## WHAT IS MENTORING?

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Mentoring is a relationship, usually between a new student (the mentee) and a more experienced person (the mentor) who can help a mentee settle in and inspire and motivate the mentee to make the most of their university experiences.

### Understanding the difference

A Mentor is...	A Mentor is not...
Guide	Parent/Guardian
Listener	ATM
Confidant	Advisor
Role Model	Fairy Godmother/Father
Facilitator	Flawless or an infallible idol

### Benefits of having a Mentor:

- Benefit from another person's life experiences
- Greater success with college transition and personal development
- Receive guidance regarding academic resources and student involvement
- Assistance in exploring majors and discovering new career opportunities
- Enriched connections to other FAU students and the campus community

### What to expect from your mentor:

- Honest and constructive feedback
- Ongoing support and encouragement
- Assistance in decision making
- Unwritten tips and suggestions for success

A Mentor will be your own private source of objective advice, someone with experience in setting and achieving goals, and someone who wants to share those abilities with you.

## PRIVACY

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Maintaining the privacy of what you have shared is one of the ways that your mentor demonstrates respect for you and reinforces their position as a mentor. Your mentor will not share private information with friends, other students, etc.

Along with your mentor, the TMP staff operates under similar privacy guidelines. Our hope is that you are comfortable in sharing problems or situations with us if they may arise.

**Is there any case when private information can be shared? Yes! Please see below.**

Each FAU employee is considered a responsible employee and therefore cannot give or promise confidentiality to students when it comes to any Title IX complaints. Title IX complaints encompass all sexual misconduct issues, including sexual harassment, stalking, sexual assault, sexual battery, dating/domestic violence. FAU employees are required to report anything they hear regarding our students and sexual misconduct to the Dean of Students Office (<https://publicdocs.maxient.com/incidentreport.php?FloridaAtlanticUniv>) and/or The Office of Equity, Inclusion and Compliance. The only FAU offices who can provide confidentiality are the Counseling and Psychological Services and Student Health Services.

A mentor is obligated to share information when he/she believes that his/her mentee's safety is in danger, or the safety of another person is in jeopardy! In this case a mentor is advised to contact the Dean of Students Office, the Police Department or the Center for Counseling and Psychological services at FAU. We ask mentors to discuss any disclosures they are obligated to make with you before doing so.

## ROLE OF A MENTEE

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By choosing to become a Mentee, you've already made a special commitment to yourself and to your Mentor to define and reach your goals based on your vision of the future. Wherever you want to go, a partnership with your Mentor will help to get you there.

- Consider your goals and objectives before you meet with your mentor. Be prepared to ask for specific guidance and advice on your goals. The more specific you can be, the easier it will be for your mentor to help you.
- Respect the limitations and format of the relationship your mentor is able to provide for you. Always act with courtesy and respect towards your mentor. (a peer mentor may not have access to the same things that a staff or faculty mentor might have access to)
- Pay attention to your Mentor's e-mails and other forms of communication and respond in a timely fashion.

- Be on time to all commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through. (Let your mentor know in advance if you are not able to make a meeting)
- Use active listening skills during discussions with your mentor.
- Take the initiative to ask for feedback. Feedback, although difficult to hear at times, is critical to your personal and professional growth and development. Demonstrate that you are open to hearing new ideas and suggestions to bring out your best and overcome any blind spots. Ask for specific details to ensure you understand specific behaviors. Tell your mentor how you prefer to get feedback (for example, direct, with humor, softened). **Don't get defensive.**
- Thank your mentor for taking the risk to be honest with you. Remember, if your mentor was not invested in you, he/she would probably not take this risk. Honest feedback gives you an opportunity to improve yourself and help you to move towards fulfilling your potential.
- Seriously consider all advice or suggestions you receive.
- Make only positive or neutral comments about your mentor to others. If you disagree with your mentor's values, behaviors, or attitudes, discuss it with him/her directly. Respect your mentor's confidence and trust.
- Assume the mentoring connection will be strictly professional. This does not mean you cannot be yourself, or you cannot be friendly. Let your mentor take the lead in establishing a more friendship based connection. Do not intrude into your mentor's personal life or expect to be close friends. Any romantic involvement is inappropriate.

## GETTING STARTED

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### Questions: Here are some questions you can ask to find out about your Mentor:

- What are your plans for after graduation?
- What do you like most about your work? Least?
- What kinds of things do you do at work in an average week?
- In what ways did your education prepare you for your career?
- If you could go back to the start of your college career, what would you do differently?
- Why are you interested in being a Mentor?
- How did you choose your career path?
- How do you define success? What do you think is most important for success?
- Did you, or do you, have a Mentor? How did that person help you?

**Here are some questions your Mentor may ask you -- and some tips for how to answer them!**

- “Tell me about yourself...” Keep the focus on yourself, not your family or friends. Concentrate on your strengths and goals.
- “How is school going/what classes are you taking?” Mention classes, subject matter, grades, and activities. Be specific. Try to balance negative experiences with positive steps you are taking.
- “What do you plan to do after you graduate from Florida Atlantic University?” Express your thoughts even if you are not certain and/or are considering several options. Be specific if you have definite plans.
- “Where do you hope to be next year/in five years?” State your goal, if you have one. Be realistic five years isn't that far away! Focus on your academic or career plans. If you are comfortable with the idea, you can include your personal life. You might also want to ask your Mentor the same question.

**A List of More Ideas (What to talk to your mentor about)**

- Talk with your Mentor about his or her job.
- Find out how your Mentor got his or her job. Did he or she have to train for it? What classes did he or she take?
- What are the career options for his/her major.
- Have your mentor describe what he or she does specifically. Ask if this is different than what he or she planned on doing when he or she was in college.
- Ask whether your Mentor worked while in college, and what he or she learned from those jobs.
- Discuss career options.

**THINGS TO DO WITH YOUR MENTOR**

**Activities through FAU:**

- FAU sports (i.e. football games, basketball games, baseball games)
- Comedy Shows
- FAU Poetry night
- FAU annual talent show

For a complete list of FAU events, please check the FAU’s master calendar or check with your mentor.

Be mindful that not every mentor/mentee relationship will result in participating in FAU activities. This will be determined by the type of relationship developed between you and your mentor



## **SUGGESTIONS FOR A SUCCESSFUL RELATIONSHIP WITH YOUR MENTOR**

- Discuss honestly and clearly with your mentor the expectations that you both have for the mentoring relationship. It is important that you both understand each other's goals and expectations so that you avoid confusion. Also recognize that the goals of mentoring may change during the course of your time in TMP; continuous dialogue is important.
- Establish a comfortable and routine schedule of contact with your mentor. Even if specific questions do not arise, you should stay in regular contact with your mentor; try for at least once every month.
- Seek advice and be proactive: Do not assume that advice will be offered if not solicited or that your mentor is aware of all your needs.
- Plan ahead for your meetings, phone calls, text messages and email conversations with your mentor.
- Share concerns, problems, and celebrations with your mentor.
- Share your own experience, intuition, and values to increase your mentor's understanding of your position and perspective. Be an active—not a passive— partner in this relationship.
- Show appreciation for the time and assistance given by your mentor.
- **AGAIN, remember that relationships are two-way avenues. Learning occurs in both directions!**

