

**Office of Student Professional Development**

**FREQUENTLY ASKED QUESTIONS ABOUT MENTORSHIP**

**What is a Mentor?**

A mentor serves as an experienced and trusted person who gives another person advice and helpful insights, especially related to school and work, over a period of time. They are dedicated to contributing to the university and the community through this volunteer service venue; and derive satisfaction from helping you achieve your career goals.

**Where do Our Mentors Come From?**

Mentors for the Craig School of Business at Fresno State come from a variety of businesses and organizations, encompassing the private and public sectors, both profit and non-profit; and include job functions closely related to similar degree of study areas within Craig School of Business. Mentors are employers in our community, and may be employees themselves, or business owners. Some are alumni of Fresno State. Many live and work within the Fresno area, but some are in the wider Central San Joaquin Valley, and a few are located elsewhere in the state. They are screened and authorized by our Fresno State staff.

**Where and When Do I Typically Meet with My Mentor?**

Locations for meetings are established by you and your mentor, collaboratively, for both of your convenience. They may be at a restaurant or coffee shop, at their office or place of business, at a client's or vendor's location, or even on campus. The dates and times are also between you and your mentor, anytime that is mutually beneficial; and keeping in mind achieving the total of 8 hours of contact time required by the program over the semester.

**Must My Contact Time Solely Be On-Site and Face-to-Face With My Mentor?**

No, there may be some practical circumstances that necessitate some of your documented contact time being in contact by other means, including distance communications (telephone, video-conference, Skype, email, and text or instant messaging). The mentor will help define this, for an optimal experience, with respect to any time or distance factors.

**How Do I Enroll in Mentorship as a Course, CSB 150, Strategies for Success?**

You must contact the Program Coordinator (see contact information on Mentorship Program specific webpage), and be individually issued a permission number at the beginning of the semester, and then use it to enroll through your MyFresnoState student system. Enrollment can take place right up to the deadline day to "add a class with permission" (refer to the posted campus calendar each semester).

**May I Participate in Mentorship More than One Time?**

Yes, you can participate in mentorships as many semesters as you would like to; however, the one unit of credit can only be awarded a single time. In subsequent semesters you will participate in a non-enrolled status. Some students participate multiple times, and benefit from exposure to a variety of mentors. A mentorship is a great preparation for internships.

**DO'S AND DON'TS**

**MENTORS**

DO:

- Make efforts to keep your appointments with the student mentee
- Actively listen to questions and concerns
- Encourage discussion
- Approach discussions with an open mind
- Maintain a high level of trust and professionalism
- Respect confidentiality
- Contact the Office of Internships & Applied Experiences if you are having trouble connecting with your student mentee or if business pressures prevent you from fulfilling your commitment to the mentorship

DON'T

- Don't hesitate to provide your student mentee with constructive feedback about areas for personal and professional development
- Don't hesitate to contact your student mentee if you have not heard from her/him for a while

**MENTEES**

DO:

- Initiate the contact with your Mentor
- Plan an agenda for each meeting- be focused
- Keep appointments with your Mentor and be punctual
- Approach discussions with an open mind.
- Maintain a high level of trust and professionalism
- Respect confidentiality
- Accept constructive feedback from your Mentor
- Thank the Mentor for her/his time
- Maintain consistent contact with your Mentor, even when you do not have a pressing issue to discuss
- Contact the Office of Internships & Applied Experiences if you are having trouble connecting with your Mentor

DON'T

- Do NOT ask for or expect a job or internship from your Mentor!
- Do NOT neglect contacting your Mentor to set up meetings or follow up
- Do NOT ask your Mentor for a ride, you are responsible for your own transportation

## Office of Student Professional Development

# Student Mentee Program Expectations

For reference, we are including expectations of our student mentees. Please contact our office if you have any concerns or questions about the Mentoring relationship.

**1. Student mentees should be self-reflective and aware.**

*The success of this partnership depends on the student's self-awareness of their own strengths, experiences and learning opportunities.*

**2. Mentees should stay in contact with their mentor and attend any arranged meetings on time and professionally dressed (according to the company's dress code policy).**

*If the mentee is unable to make a particular meeting, he/she should contact his/her mentor in advance and reschedule the meeting/activity.*

**3. Mentees should take the initiative in their own development by actively sharing learning professional and personal goals.**

## Professional Courtesies

Student mentees are asked to be mindful of the following professional courtesies:

- Be considerate and committed to the mentoring relationship
- Contact each other on a regular basis
- Attend all scheduled meetings or call in advance to cancel/reschedule
- Return phone calls and/or email messages within 24 hours
- Notify mentor of any changes in phone number or email
- Follow through on agreements and respect confidentiality
- Follow all company procedures and policies
- Mentors are not obligated to provide transportation, you are responsible for providing your own transportation
- Notify the Program Director if a circumstance prevents you from completing the program