



THE STUDENT SUCCESS CENTER AT VILLA MARIA COLLEGE

Mentorship Program - Guidelines for Mentors

"The essence of mentoring is this strategic relationship that has the possibility for significant personal and academic growth. It is two people bringing together their shared interests along with a desire to learn from each other." (Long, Fish, Kuhn, & Sowders, 2010)

Aspects of a Successful Mentoring Model

"It is important to not just give your Mentee advice on how to do something, but...to empower your Mentee to become advocates for themselves". (Smith, 2013)

- Listen to your Mentee without bias or judgment.
- Provide Mentees with knowledge and guidance about resources on campus based on your Mentees' needs.
- Connect Mentees with key people at the college, including faculty, administrators, and staff.
- Empower Mentees to advocate for themselves, and show Mentees how to build relationships with their professors and administrators on campus through role playing and practice.

Topics to Cover with your Mentee to Help Them Succeed in College

- **Classroom Etiquette:** Teach Mentees how to participate and ask questions in class appropriately. Help him or her understand the difference between expectations in a college class vs. a class in high school.
- **Time Management:** Help Mentees find a balance between school, work, and personal responsibilities. Help Mentees create a schedule to help manage his or her time effectively.
- **Building Relationships with Faculty/Staff and Community Members:** Encourage your Mentee to utilize faculty office hours to help build a relationship with professors. Connect your Mentee with key faculty, staff, and community members that could help connect your Mentee with academic and internship opportunities.
- **Connecting your Mentee with Appropriate Resources on Campus and in the Community:** Provide your Mentee with resources and phone numbers for offices on campus and in the community that could help your Mentee with whatever he or she needs.

References:

- Long, E.C.J., Fish, J., Kuhn, L., & Sowders, J. (2010). Mentoring undergraduates: Professors strategically guiding the next generation of professionals. *Michigan Family Review*, 14.
- Smith, B. (2013). *Mentoring at-risk students through the hidden curriculum of higher education*. Lanham, MD: Lexington Books.



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What Makes A Good Mentor

Many people feel that being a Mentor requires special skills, but Mentors are simply people who have the qualities of good role models.

- **Mentors Listen:** They maintain eye contact and give Mentees their full attention by listening without bias or judgment.
- **Mentors Guide:** Mentors are there to help their Mentees find life direction, never to push them.
- **Mentors are Practical:** They give insights about keeping on task and setting goals and priorities.
- **Mentors Educate:** Mentors educate about life, their own careers, and Villa Maria College resources.
- **Mentors Provide Insight:** Mentors use their personal experiences to help their Mentees avoid mistakes and learn from good decisions.
- **Mentors are Accessible:** Mentors are available as a resource and a sounding board.
- **Mentors Criticize Constructively:** When necessary, Mentors point out areas that need improvement. Mentors always focus on the Mentee's behavior, but never his or her character.
- **Mentors are Supportive:** No matter how painful the Mentee's experience, Mentors continually encourage them to learn and improve. Mentors approach mentee concerns with a positive attitude and give constructive suggestions.
- **Mentors are Specific:** Mentors give specific feedback on what was done well or could be corrected, what was achieved, and the benefits of various actions.
- **Mentors Care:** Mentors care about their Mentee's progress in school and career planning, as well as their personal development.
- **Mentors Succeed:** Mentors are not only successful themselves, but they also foster success in others.
- **Mentors are Admirable:** Mentors are usually well-respected in their organizations and in the community.
- **Mentors are Aware of their Limitations:** Mentors are not advisors/counselors and recognize when an issue is beyond their responsibility as a mentor. If a serious concern arises, mentors notify the Student Success Center so professional support can be arranged.
- **Mentors are Resourceful:** Mentors are familiar with support services and direct the mentee to resources that will further their growth.
- **Mentors are Patient:** Mentors understand that mentor relationships have a lifecycle, and do not have an unrealistic expectation that the relationship will always be smooth.