



THE STUDENT SUCCESS CENTER AT VILLA MARIA COLLEGE

Mentorship Program - Guidelines for Mentees

As a first year college student at Villa Maria College you will have an opportunity to select a mentor. Many of you have expressed enthusiasm about having a mentor and have requested more information. Therefore, below is more information about our program.

Your mentor— is a Villa staff member that is here to provide additional support during your first year in college. Your mentor is a part of the Villa community and can show you the ins and outs of the campus. Your mentor can provide social support and guidance to develop a supportive social network on campus.

What to Expect from the Mentorship Experience:

- Mentorship is a partnership and both parties (mentor and mentee) are responsible for doing their part to create and maintain the relationship
- Your mentor is there to help you transition to college and serve as your guide during your first year of college
- The first few meetings will focus on getting to know each other and focusing on the positive in the relationship.
- Next, once you learn more about each other and you feel you can trust your mentor, start sharing more and decide on activities or goals that you want to work on with your mentor.
- This mentorship experience is scheduled to last throughout your first year in college. After the official end date, it will be up to you and the mentor to decide if you want to continue this relationship.

Your Responsibilities as a Mentee at Villa Maria College

- Always act with courtesy and respect toward your mentor.
- Always be considerate and respect your mentor's time as you do your own.
- Communicate with your mentor. Return phone calls or e-mails promptly. For example, if you cannot come to the scheduled meeting please let your mentor know.
- Share information and ideas. Your mentor can not help you if you don't let him/her know your thoughts and plans.
- When needed, ask for specific guidance and advice and seriously consider all advice or suggestions you receive.
- Stay open-minded and listen non-defensively (expect and accept constructive ideas for change).
- Continuously seek feedback to clarify issues and questions. Make sure to tell your mentor how you prefer to get feedback (for example, direct, with humor, softened).
- Demonstrate that you have followed the advice or commitments for action at every opportunity, even if you have modified your plan.

Tips

- Once your mentor contacts you; make sure to respond to their e-mail or phone calls.
- Schedule your first appointment soon.
- Email your mentor the night before your meeting to remind him/her you are coming.



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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.