

THE 2022-2023 MENTORING PROGRAM



Student Guidebook

#MENTORINGMOMENTS



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WELCOME TO THE MENTORING PROGRAM!

You're about to embark on a journey that's designed to broaden your professional network. In the coming months, you and your mentor will create a meaningful, professional relationship designed to improve your knowledge of your chosen career field. Each relationship is a unique experience, and varies from student to student. This opportunity presents you with a chance to gain valuable information from locally-based experts.

GOAL

Mentoring builds partnerships between high-level leaders and dedicated students. You'll build your network and refine professional skills. Your mentor will provide guidance as you examine your career choice during the academic year.

HISTORY

Senator Grace L. Drake founded the Mentoring Program under the Ohio Center for the Advancement of Women in Public Service. Since its inception, the program has helped hundreds of students by matching them with public and nonprofit sector leaders.

GUIDELINES

This guidebook will provide you with the parameters and expectations for the mentoring relationship. The program offers flexibility to create a partnership that's best for you and your mentor as well as the personal goals you have set for the program.

DELIVERY PLATFORM

The 2022-2023 Mentoring Program will adopt a hybrid approach with a mix of in-person and virtual events. This is subject to change based on current conditions and the Center will continue to evaluate the situation. Mentors and Mentees have the option of meeting virtually or in-person.

BENEFITS OF THE PROGRAM INCLUDE...

- Acquiring networking experience;
- Developing a clearer understanding of career opportunities;
- Gaining career-related advice and support;
- Learning the ins and outs of a workplace environment (Particularly, a virtual/remote work environment);
- Sharpening and learning new skill sets;
- Refining communication skills;
- Building self-esteem and confidence;
- Developing lifelong friends and connections;
- Accessing a network of program alumni and professionals;
- Improving academic performance.



PRO TIP: Set goals at the start of the program and discuss them with your mentor for the most fulfilling experience!



ROLES, RESPONSIBILITIES, AND EXPECTATIONS

The partnership between a mentor and a student is built on a foundation of trust, respect, and professionalism. As a CSU student, we know you possess the necessary skills required to establish a close and meaningful relationship with your mentor.

Mentoring Program Coordination

Center Staff provide the following coordination to facilitate the mentoring relationships:

- Recruit, interview, and match mentors with students;
- Introduce the mentors and mentees;
- Provide a copy of the guidebook for mentors and students;
- Host a hybrid welcome session for students and mentors;
- Host multiple virtual/in-person events (i.e. welcome sessions, networking opportunities, career exploration programs, resume reviews, etc.)
- Track and assist participant activities via email, monthly Blackboard journals, virtual/in-person meetings, phone/Zoom calls, and surveys;
- Evaluate the program upon completion via Blackboard.



Expectations of the Student

As a student, please keep in mind the following throughout the program:

- Agree to the program requirements (addressed at the interview);
- Complete an interview;
- Attend the Mentoring Program events;
- Have a conversation with your mentor to explore meeting options. You are allowed to meet in-person, virtually, or a combination of the two. It is up to the discretion of each pair;
- **Initiate and maintain active contact at least monthly with the mentor from October-May**, plan the agenda for meetings, and stay focused;
- Cancel and reschedule appointments with your mentor **IN ADVANCE**;
- Contact staff if an issue arises;
- Update your monthly Blackboard journals in a timely manner;
- Keep mentor informed and ask for clarification when needed;
- Share insight and experience with mentor, and potentially help the organization and mentor by conducting research for school-related projects and papers. Your professor and mentor will be impressed;
- Take advantage of the opportunities your mentor provides;
- Research the company/organization of your mentor so you can be well-informed about your mentor's work life;
- **Never discuss salary, nor ask or expect a job/internship from your mentor**;
- Demonstrate professional conduct and proper virtual etiquette;
- Dress as you would if you were going for a job interview;
- Be mindful of each other's privacy! Please try to wear headphones for the duration of your virtual meetings;
- Proofread emails twice (or three times) to ensure that you're using proper spelling and grammar. Please refrain from using slang or inappropriate language in both verbal and written communication;
- In the beginning, you may feel nervous about contacting your mentor, but **remember your mentor is here for support and guidance**;
- Learn as much as possible and various questions pertaining to: the culture of the company, skills, how to balance work/home life, etc.;
- The outcome of your experience will depend on how much effort you put into the program;
- **Mentors believe in the program, and more importantly, believe in you!**

The First Face-to-Face Meeting

Think of major goals or outcomes you want to achieve as a result of your mentoring experience and write them down. Discuss them with your mentor. What do you want your goals to look like? Do you want to learn more about the industry, their experience, and networking? Alternatively, you may be unclear as to what your goals are and can further discuss options with your mentor.

Please remember: Your initial meeting with your mentor will set the tone for the mentoring relationship.

It is important to take out your calendars once you have your meetings set up and set reminders in your phone or calendar to email, call, or meet with your mentor a few times per month.

Mentor Name: _____

Organization: _____

Best time to contact: _____

Primary email: _____

Assistant's phone or email? _____

Best phone number to reach mentor: _____

SUGGESTED MENTOR INTERVIEW QUESTIONS

Here are a few interview questions you can ask your mentor. Make sure to do your research on your mentor prior to your first meeting.

1. Why did you choose your field of interest as a career?
2. What professional organizations or certifications are helpful in your career?
3. Do you have certification, registration, or license in a professional field?
4. What technical skills do you have such as budgeting, HR, law, engineering, social work, GIS, urban design, or writing?
5. What educational or career advice can you share with me?
6. What do you see as a growing demand or trend in your field?
7. Do you have a mentor? If so, how have they influenced you?
8. To what do you attribute your success?
9. What are your major accomplishments?
10. How do you measure your success?
11. What is the most fulfilling part of your current position?
12. What is your self-described management or leadership style?
13. How has your position changed from when you first started?
14. What is your favorite part of the job? Least favorite?
15. Does your organization hire people with a degree in my related field?





How to make the most out of your meetings

If you and your mentee choose to meet in person, the Center strongly encourages adhering to CDC guidelines (i.e. mask wearing, social distancing, etc.)

- Grab a cup of coffee together on a set day each month and catch up. Virtual coffee chats are great, too!
- Ask your mentor if you can sit in on webinars, conferences, meetings, work events, and more.
- Make your time together more interactive and productive by utilizing tools like the poll feature on Zoom to get to know one another, or by discussing each other's goals.
- Set up a time with your mentor to review your resume.
- Attend a CSU or a community event together! And, set aside time to debrief after.
- **Be creative! Have fun, stay safe, and make this experience worth remembering!**



THE 2022-2023 MENTORING PROGRAM SCHEDULE OF EVENTS

**Most in-person sessions will be held from 4-6 pm and all virtual sessions will be held from 4:30- 6 pm unless stated otherwise. Mentors and students are invited to all events.*

End of September/Beginning of October:

Mentors will be contacted and paired with mentees.

Welcome Sessions (Pick 1)

Wednesday, October 26th:

In- Person Session at Cleveland State University

Thursday, October 27th:

Virtual Session via Zoom

Mentors are not required to attend a welcome session, but are **strongly encouraged. Please verify with your mentor which session you will be attending.*

Dinner will be served at the in-person welcome session.

**Please RSVP via the designated Google form.*

This will serve as your chance to get to know the program, as well as meet other mentors and students in this year's cohort.

EVENTS (CONTINUED)...

Wednesday, November 16th:

1:1 Speed Networking (Virtual: Glimpse)

*Students will deliver their elevator pitches to mentors (1:1).
Mentors will provide feedback.*

Wednesday, December 7th:

Career Exploration (Virtual: Zoom)

*Select mentors will speak to students about their careers and
answer any questions they may have.*

Wednesday, January 25th:

Meet the Mentors Panel (Virtual: Zoom Webinar)

*The panel will feature four mentors from different areas of
urban affairs.*

Wednesday, February 22nd:

Speed Resume Review (In Person: Cleveland State University)

*Students will share their resumes.
Mentors will provide feedback.*

EVENTS (CONTINUED)...

Friday, March 31st:

Service Project (In Person: The City Mission)

Mentors and mentees will have the opportunity to participate in a service project. More information to come.

@ Laura's Home Women's Crisis Center

Choice of 9-11 am or 12-2 pm

Address: 18120 Puritas Ave., Cleveland, OH 44135

Cohort Celebration

Wednesday, April 19th:

(In Person: Hofbrauhaus CLE)

Join us to celebrate the end of the academic year.

Heavy appetizers will be served.

Address: 1550 Chester Ave Cleveland, OH 44114

***Students are required to attend all events unless they have a class conflict. Mentors are encouraged to attend all events.**



Note: Step Outside Your Comfort Zone!

Use these events as an opportunity to broaden your professional network and interact with your fellow cohort members! Take inspiration from the 2019-2020 cohort, where four mentors with similar professional experience and students who shared common interests formed an environmental team! The group put together discussions and meetings, allowing students to apply academic concepts to real-world experiences.

Read more about the group here: <https://urban.csuohio.edu/news/cpnms-environmental-mentoring-team-inspires-students-through-collaborative-effort>



*(Pictured Right)
Quasar Energy
Facility Tour
(2020)*



*(Pictured Left)
Akron Recycling
Facility Tour
(2018)*

RESUME CRITIQUE

Please Note: As a student, you have access to CSU's Office of Career Development and Exploration for additional resume writing help. We are requesting the mentor's guidance as a professional in your field of interest to review your resume. Please provide your resume and this sheet. The goal is to help you prepare a complete and focused picture of employment possibilities.

Resume Critique Questions



1. Is the resume easy to read and appealing to the eye?
2. Does the resume have any misspellings or typos?
3. Is the resume exciting? Are there action verbs that jump from the page? Are there keywords that catch your attention?
4. Is there too much unnecessary data on the resume that is distracting from their qualifications for this field?
5. Are there any accomplishments that you think the student may have that are not properly captured on the resume? If so, please generate a conversation to uncover those areas and why they are important.
6. Are there any critical sections that are missing or lacking important information (i.e. contact information experience, education, etc.)?
7. What is the candidate missing either on the resume or in their skill set/background that could be beneficial to entering into your line of work?
8. Are the sections placed in the best order to highlight the student's credentials?
9. Is the resume targeted to a specific career goal, as opposed to a one-size-fits-all document?
10. What are the main questions/concerns that the candidate should address on their resume (i.e. gaps in the resume, unrelated work experiences, too many job changes, general confusion, etc.)?

CENTER CONTACT INFORMATION

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***NOTE: CELL PHONE IS PREFERRED MEANS OF CONTACT**

***Please reach out to Alexandra if you have any general questions.
She can also assist if you're unable to reach your mentor.**



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**Students are required to attend all events unless they have a class conflict.
Mentors are encouraged to attend all events.**

If a Problem Arises

Everything presented in the guidebook is designed to ensure you are fully prepared to have a successful mentoring experience. Occasionally, problems do arise. As soon as you realize there may be a problem, please try to address the situation **sooner rather than later**. After realizing a problem has occurred, explain the situation to your mentor. If the problem is not resolved, contact the Center and speak with us. Staff will provide assistance and feedback to resolve the problem.

Additional Resources

Office of Career Development and Exploration

Phone: 216.687.2233

Email: careers@csuohio.edu

Office of Student and Enrollment Services

Phone: 216.687.3884

Email: urbanprograms@csuohio.edu



Connect with us on Twitter!

Follow us at @CSU_LevinCPNM and share your #MentoringMoments!

Feel free to send picture, testimonials, & feedback to

a.higl@csuohio.edu.