



Equal Partners
in Inclusive Community
Program at Northern Arizona University

MENTORSHIP PROGRAM

MENTOR HANDBOOK 2020-2021



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PROGRAM GOAL:

The EPIC program pursues its mission through dedicated activities that support thoughtful community engagement in a respectful, safe, and supportive environment, building on our unique strengths and successes in promoting inclusion. One of the emphasis areas for EPIC is the Mentorship program.

A strong relationship with an aspirational mentor is one of the most positively impactful forces in the academic success of underrepresented students, and these students often lack the opportunities to build such relationships. EPIC will foster connecting freshmen and sophomores with upper-division students, graduate students, and faculty to build strong and nurturing mentorship relationships.

MENTOR GOALS:

EPIC mentors will help their mentees make connections, build community, set themselves up for academic success and prepare for their STEM careers by helping them:

1. Develop a sense of belonging
2. Identify and use campus resources
3. Understand University policies and procedures
4. Set and achieve short and long term goals
5. Engage in purposeful academic and extra-curricular activities



MENTOR EXPECTATIONS:

1. Minimum of three mentor meetings per semester
2. Meetings can be over the zoom, by phone or by email
3. At least one zoom or face time meeting per semester
4. Document date and duration of each meeting
5. Maintain confidentiality

STRATEGIES FOR A SUCCESSFUL MENTORING RELATIONSHIP:

1. Establish a warm and genuine relationship
2. Meet regularly
3. Be honest, accepting, and respectful
4. Set clear boundaries with mentee (e.g. time, method of contact)
5. Know when to seek additional help (e.g. Counseling services)
6. Share personal experiences with mentee, when appropriate
7. Be positive and encouraging
8. Challenge the mentee to set achievable goals
9. Be punctual and prepared for meetings
10. Build rapport by including information from previous meetings
11. Be an enthusiastic and active listener
12. Ask open-ended questions
13. Take notes between meetings
14. Be proactive
15. Maintain confidentiality except in cases of harm to mentee or others, which should be reported to the EPIC Director

BEHAVIORS TO AVOID:

1. Do not miss meetings or break promises
 2. Do not condone bad behavior
 3. Do not talk down to mentee
 4. Do not expect too much or too little
 5. Do not do their learning or thinking for them
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FIRST MEETING:

The first meeting with your mentee is very important. The goal is to get to know each other, discuss expectations, set parameters/boundaries and establish rapport. You may accomplish these goals by following these steps:

- ◆ Introduce yourselves; provide some background on your lives
- ◆ Discuss the mentoring relationship and mentor/mentee roles
- ◆ Plan future meetings; dates, times, locations, duration
- ◆ Set ground rules and boundaries; how to get in touch, what to do if you need to cancel, when you're available, contact preference (i.e. phone, email, etc.)
- ◆ Discuss concerns and expectations; what do you hope to get out of this relationship?
- ◆ Discuss feedback, note-taking and confidentiality
- ◆ Set action items for next meeting (or beyond)
- ◆ Summarize what you discussed and details of the next meeting

POSSIBLE MEETING TOPICS:

- ◆ Go through each class; what are they most excited about and most concerned about? Which class will be the hardest?
- ◆ Discuss what they think are their biggest strengths and weaknesses. How can they use their strengths?
- ◆ Talk about why they chose NAU and their major. How does NAU and Flagstaff fit their personality?
- ◆ Discuss their values. What is important to them?
- ◆ Reality Check: Are things going the way they had hoped? How far off are they? Should they change expectations, or do things differently?
- ◆ Discuss their sense of belonging. Do they feel connected? What have they done to improve their connectedness? Help them explore club and activities that might help.
- ◆ Plan for next year. What classes are they most excited about? What extra-curricular activities do they want to add into their schedule?
- ◆ Discuss the places they've been to on campus. Where do they like to study or hang out? Is there someplace they haven't been but would like to go? Plan to go with them!
- ◆ What's their living situation like? If they live on campus, how do they like it? What do they want to do for housing next year?
- ◆ Finals Prep: How do they think they will do on finals? Is there anything they could/should do now to make them more confident?

GOAL SETTING:

Goal setting is the foundation of a successful mentoring relationship. While your mentee may have a general vision for their future, they may not know the actionable steps they should take to get there. Here is a 6-step goal setting process to help guide them. You may need to break this down by timeframe (i.e. short term, long term, or this semester, etc.) You can find free SMART Goal-setting worksheets online.

- 1) Help your mentee clarify what they want to accomplish.
- 2) Evaluate the feasibility of their goal(s). Help them be realistic.
- 3) Establish specific benchmarks or milestones for success.
- 4) Set a realistic and achievable timeline for each one.
- 5) Define strategies and map out a path to success.
- 6) Encourage/help your mentee to track their progress frequently.

SMART GOALS :

Specific: Goal should be detailed and specify who, what, when, where and how.

Measurable: How will you measure and track your goal? How will you know when you've reached it?

Attainable: Be realistic about achieving your goal. Consider time, resources and other people or things you will need.

Relevant: Make sure you know why this is important to you.

Timely: Establish a deadline and set some benchmarks/milestones.

SMART Goal-Setting Sample Worksheet

Write down your goal in as few words as possible:

Deadline:

How will you reach this goal? List three specific steps you'll take:

- 1.
- 2.
- 3.

How will you measure your goal?

What additional resources do you need and how/where will you get them?

Why do you want to reach this goal?