Mentor Guidebook

We are excited that you have chosen to serve as a Mentor for the Rawls College of Business at Texas Tech University. Mentors teach our students many important aspects of professionalism and career development. The time you spend will help develop a professional relationship with your mentee and will put him or her at an advantage during their college career and beyond graduation.

**Mission**

Our mission is to forge meaningful professional relationships between our current business students and professionals for the purpose of sharing knowledge and experiences to create a lasting relationship.

“A mentor empowers a person to see a possible future, and believe it can be obtained”

*by Shawn Hitchcock*

**Program Overview**

The Rawls Mentor Program was designed to bring together students and professionals that share common professional interests. This mentoring relationship will enable business students to be better supported as they explore varied career opportunities, and assist them as they navigate the early years of their professional lives. This is a wonderful opportunity to become involved and to give back to the college community.

**Mentor Responsibilities:**

As a mentor, you’re a valuable resource to your mentee and can inspire and facilitate career and personal achievements. The transitions students face in each of these areas are enriched by your experience, wisdom, and guidance. Responsibilities of a mentor include:

- Mentor and mentee should contact each other at least for one hour once a month via phone, video conferencing, text, email or in person
- Should be engaged and accessible
- Mentors are encouraged to have their mentee “shadow” you at your place of employment. This gives your mentee a sense of what it’s like in a professional setting. **Please note:** *There are no expectations to offer an internship or job to your mentee.*
- Help clarify your mentee’s goals and aspirations
- Serve as a professional resource to students
- Share your own experiences, resources and networks with your mentee
- Should be a positive role model

**Mentee Responsibilities:**

Once a student has been assigned a mentor, they will review their responsibilities as outlined below in the Mentee Guidebook:

- Mentee is responsible for initial contact with their mentor and setting up the first meeting.
• Be mindful and respect your mentor’s time and honor any commitments you set up.
• If possible commit to the mentoring relationship until graduation.
• Keep confidences and realize the mentorship is a professional relationship

How to Get Started:

Laura Sanders, Director of Career Services will facilitate the first introduction via email, but it is the MENTEE’s responsibility to initiate the conversation. The first meeting should be planned by phone, in-person or Skype. Allow at least an hour to get to know one another, during this time set expectations and goals for the relationship. We highly recommend that at the end of each meeting you plan when you will meet next.

Topics for First Meeting:

Mentor programs are generally structured to be driven by the mentee. However, your mentee may need some guidance during the first meeting. Therefore, below please find some suggestions for your first meeting.

Share your “story” with your mentee, and learn their story. Explain to them why you decided to go into your current professional field? Tell them what your college experience was like. What clubs or student organizations where you a part of? What type of internships where you offered during college? How do you feel those experiences benefitted your career? Discuss your work history?

Talk about your experiences you may have had with mentoring. What do you feel worked well and what did not? What do you each hope to get out of the experience? Do you have a mentor who played a large part of your professional growth? Are you still in contact with this mentor?

Take time to review the mentor/mentee agreement. Discuss expectations of how you will meet and how often. Agree to be respectful of each other’s time and respond promptly to emails or other correspondence. Remember to establish accountability, for each to do what you say you are going to do.

Discuss and set your goals. Ask your mentee what you can help them with throughout the mentorship. How do you plan to accomplish? Set a goal for your relationship. Ensure to write these down on your agreement so you may both review them frequently and assess progress.

Lastly, plan the next meeting it’s a good idea to set the time and day for the next meeting. Have your mentee decided on a topic for you both to discuss during the next meeting and suggest they create an agenda which can be sent to you prior to your next meeting. This will help keep you mentee engaged and active in the relationship.

Possible topics and activities:

• Discuss what activities your mentee is currently involved with to help be more marketable for employment upon graduation offer suggestions.
• Review your mentee’s resume, cover letter and interview skills providing honest feedback and suggestions.
• Discuss academics and balancing the high demands placed on today’s college student.
• Share your experiences and views.
• Discuss a five year plan and career options. At times it can be difficult for students to see beyond their first job.
• Discuss a typical work-day, projects and developments in your company.
• Recommend some professional development organizations or activities in their career field they can become involved with.

Program Support:

We want you to have the best mentoring experience possible, please do not hesitate to contact the director at any time if you have questions or concerns. We will keep in regular contact with you to see how things are going and to gather any feedback or suggestions you may have.

We encourage the mentoring relationship to last until a student graduates. However, we are also aware at times personalities may not be compatible. For this reason we ask that mentors and mentees evaluate their relationship on an annual basis. Due to other commitments or just a general lack of connectedness, mentor or mentees may decide to terminate their relationship early. Please contact the director should any of decisions be made. We hope that mentors and mentees remain a part of one another’s professional network beyond the mentoring program.

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