



# Mentee Guide

**Suffolk University**

**Career Development Center**

*“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.”*

*-John Crosby*

On behalf of the Career Development Center and Alumni Office, thank you for choosing to participate in the Ram Alumni Mentoring Program (RAMP). The program was designed as a way to engage alumni as guides, or **mentors**, to help Suffolk students to build a foundation for future career success.

What is a **mentor**? A **mentor** is a trusted, experienced person who gives career- and education-related advice over a period of time to a less-experienced person, or **mentee – you!** Your **mentor** will listen to your personal, educational and career goals, and share wisdom and give advice gained from their experience in school, business and life. You can think of them as a cheerleader, life coach and member of your personal board of directors all in one!

As a **mentee**, it's your job to (1) openly share your interests and goals, (2) respectfully consider your **mentor's** guidance and (3) communicate and engage to create a meaningful, long-lasting mentoring partnership.

## THE BASICS

Students in every major and year in the College of Arts and Sciences and the Sawyer Business School, undergraduate and graduate, and alumni from any major or field may participate.

## READY TO START?

1. Attend a *mandatory* **RAMP Orientation Session** in the Career Development Center (see [Handshake Events](#) for dates).
2. Fill out a RAMP [Mentee Application](#) by the **October 21<sup>st</sup> deadline**.
3. On **November 1<sup>st</sup>** you will receive the name and contact information of your mentor via email.
4. Within 5 business days, email your mentor to schedule an initial meeting date and begin the mentoring partnership.

## GUIDELINES

As a mentee, you are encouraged to develop an arrangement with your mentor that works best for you both. The Career Development Center recommends these basic guidelines:

- Attend the RAMP Kick Off event (not required, but encouraged) on Thursday, November 7<sup>th</sup>, from 6:00-7:30. Meet your mentor in a relaxed setting, hear from other mentors and mentees, and get to know the RAMP community!
- Before the first meeting, think about three **tentative** goals you would like to achieve with your mentor.
- Begin with an in-person meeting, during which you may outline the terms of the mentoring, including expectations for time commitment, preferred communication methods, goals of both parties, and activities.
- This is a 6-month program that runs from **November 1<sup>st</sup> to May 1<sup>st</sup>**. Meet once a month in person or by phone or video chat.
- Communicate by email, text or phone in between meetings.

If you are interested in a shorter experience, consider the Job Shadowing Program in which you can observe a professional in their place of work for a half or full day during Spring Break. Visit the Job Shadowing [website](#) for more information and contact [Lauren Gray](#) if you're interested.

## EXPECTATIONS OF YOU, THE MENTEE

- Remember – your mentor is volunteering their time to help you. Be respectful of that gift and always remember to **thank** them by email or written note.
- When **scheduling a meeting**, make sure it is at a time and/or place that is *convenient for them*. If you must cancel, tell your mentor no less than 48 hours ahead of time.
- Participate actively and stay on top of **communication**. Don't expect your mentor to always take the initiative. If you need advice or have a question, ask!
- Be sure to identify and continue to meet the **goals** of the partnership.
- Explain how you want to improve as a student in ways that will shape your professional future.
- Use this as an opportunity for growth: (1) **listen** to your mentor, (2) **be open** to constructive advice and (3) **ask** your mentor for clarification if you don't understand something.
- **DO NOT ASK YOUR MENTOR FOR AN INTERNSHIP OR JOB**. The point of the partnership is to promote your personal, educational and professional growth, not internship/job placement.

## EXPECTATIONS OF BOTH MENTEES AND MENTORS

- Maintain confidentiality at all times. Do not share your mentor's contact information unless they've permitted you to do so. Consider your conversations to be private. Confidentiality breeds trust and openness.
- Be patient. You both lead busy lives. If you don't hear from your mentor after 5 business days, send a gentle reminder.
- Respond to emails, messages, and texts in a timely manner (no later than 3 business days). If you receive a second communication, reply within 2 business days.
- Before you conclude your meeting, set up the next date/time when you will meet again.
- If you are unable to maintain your commitment to the mentoring partnership, immediately notify your mentor and the CDC.

## TIPS FOR THE FIRST COMMUNICATION WITH YOUR MENTOR

Write an appealing, friendly, interesting introductory message when you first hear from your mentor. It should allow your potential mentor to get to know you better and to begin your mentoring partnership with a strong start.

- Your current major, or if you are undecided, what majors you are considering, if any.
- Any activities, clubs, events in which you participate outside of the classroom.

- Any specific areas of interest to you. These could be related to your academics, career goals, or general interests.
- Why you are interested in a mentoring partnership.
- What you think makes you different from other students.

## PREPARING FOR THE FIRST MEETING

Prepare by reviewing your mentor's LinkedIn profile.

Then think about these questions and take notes:

- What are some questions I can ask my mentor to get to know them better?
- What are some things I could tell my mentor about myself, such as hobbies and activities, to help them know me better? Finding common interests will make you feel more comfortable!
- Why am I participating in this program? What are three possible goals I hope to achieve?
- Where are some public places to meet where we would feel comfortable to have a conversation?
- What are some activities in which we can engage or events we can attend that would be mutually beneficial/enjoyable?
- What are the logistical challenges we may face when meeting and communicating, and how can we overcome them?

Use the included Mentoring Partnership Agreement Form and Contact Sheet to help prepare. **Bring both** with you to the first meeting so that you stay on track.

## DISCUSSION TOPICS AND ACTIVITIES

What you talk about or do can vary from general to specific and cover personal, educational and professional growth. When you meet, have some topics and activities in mind. Discussion or activities can include:

- Adjustment to college life and advice for a successful transition.
- Getting used to Boston and navigating an urban environment.
- Career aspirations, options, and opportunities.
- Major (or majors/minors you're considering) and classes in relation to your career goals. \*
- Strengths, weaknesses and skills, and how to make improvements.
- Schoolwork and class assignments that are particularly interesting or challenging.
- Your mentor's educational and career choices, and what they have learned – and are still learning – in the process.
- What the mentor's typical workday is like and any interesting stories they may have.
- Job shadow (visiting the mentor's place of work).
- Resume, cover letter and portfolio review, and practice interviewing.
- Networking and being introduced to one or more of the mentor's professional contacts.
- Sharing current events and articles related to your field of interest and attending career-related events together.

\*Keep in mind that your mentor is not an academic advisor. For specific advice on crafting an educational plan or meeting the requirements of a program, speak to your Suffolk academic advisor.

## QUESTIONS FOR MENTEES TO ASK MENTORS

Do you need help coming up with questions for your mentor? Consider these:

- How do you spend most of your time at work?
- Given my current situation and future goals, what would you do if you were in my shoes?
- Is your career where you thought you would end up?
- What used to be/may still be your biggest weaknesses and how did you/can you overcome them?
- Who else do you recommend I connect with to expand my network?
- What achievements are you most proud of?
- Which professional organizations are you a member of and in what ways are you involved? Were you a member of any organizations or involved in extracurricular activities in college or graduate school?
- **How can I help you?** You may have some skills or knowledge they want to know about! You both can, and should, benefit from this partnership.

## COMPLETING THE MENTORING PARTNERSHIP

The mentoring cycle concludes on May 1<sup>st</sup>. This ***does not mean that the partnership must end*** completely (some mentoring partnerships continue for years), but it is a good opportunity to have a final meeting to discuss what you each gained from the partnership and what goals were met. *Go somewhere fun and celebrate!*

## PROGRAM FEEDBACK

We like to hear from you! Your feedback is critical in making this program a continued success. We will be sending out **three short feedback evaluations** through the mentoring cycle.

- First feedback evaluation within one month of initial contact to make sure you connected.
- Second feedback evaluation during the middle of mentoring partnership.
- Third feedback evaluation at the conclusion of the mentoring partnership.

Please expect these evaluations via email. In the meantime, we always welcome feedback, updates and news from mentors and mentees alike.

**CONTACT CDC STAFF WHEN:**

- You haven't heard from your mentor in two weeks despite sending a gentle reminder or two.
- If you've tried to resolve minor challenges that arise on your own, but haven't succeeded.
- To report any misconduct or serious concerns. If anything about your mentoring partnership makes you uncomfortable, immediately report it to the CDC.

*CDC contacts:* Joanna Lazarek at [jlazarek@suffolk.edu](mailto:jlazarek@suffolk.edu) or, in an emergency, interim director Gary Fireman at [gfireman@suffolk.edu](mailto:gfireman@suffolk.edu).

**Thank you again for your interest in the Ram Alumni Mentoring Program.**

**We wish you and your mentor a successful experience!**

**CAREER DEVELOPMENT CENTER**  
**Division of Student Success**  
73 Tremont Street, 9<sup>th</sup> floor  
Joanna Lazarek at [jlazarek@suffolk.edu](mailto:jlazarek@suffolk.edu)  
[RAMP website](#)

## MENTORING AGREEMENT FORM

Goals: Think about three *tentative* goals you have for this program before the first meeting. Your mentor will also come with goals. Together you can decide which will work best for both of you.

Goal 1 - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goal 2 - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goal 3 - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expectations:

Frequency of meetings/phone calls (we recommend two meetings per semester)

\_\_\_\_\_

Guidelines for canceling and rescheduling a meeting:

\_\_\_\_\_

Limits on times/days to contact:

\_\_\_\_\_

Additional boundaries and ground rules:

\_\_\_\_\_

\_\_\_\_\_

## CONTACT SHEET

Name of mentor: \_\_\_\_\_

Name of mentee: \_\_\_\_\_

Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Best time to call/contact: \_\_\_\_\_

Additional information: \_\_\_\_\_



## SUFFOLK UNIVERSITY SERVICES AND RESOURCES

### Succeed with Suffolk

There are multiple services on campus whose goal is to help you succeed.

- The [Career Development Center](#) helps with resume building, interview skills, internships, job shadowing, career assessment, job fairs, networking, & more.
- [Undergraduate Academic Advising](#) assists with course selection, major exploration, multi-semester planning.
- [Office of Disabilities Services](#) provides accommodations, assistive technology, accessibility.
- **Center for International Programs & Services** houses [Study Abroad Office](#) and [International Student Services Office](#).
- [Center for Learning & Academic Success](#) assists tutoring, study groups, academic coaching, academic skills workshops, Early Alert, English language support.
- [Center for Student Diversity & Inclusion](#) provides individual support, mentoring, referrals and education to foster a welcoming, safe and inclusive environment for all students, with special attention to historically marginalized students and their allies.
- **The Center for Academic Access & Opportunity (CAAO)** is the administrative home of the University's federally funded TRiO programs: the [McNair Scholars](#), [Upward Bound](#), and [Veterans Upward Bound](#).
- Suffolk offers a number of programs and services to [military students and families](#).

### Get Involved

There are many ways to get involved on campus! As a Suffolk student, you can:

- Join one of the [80+ clubs on campus](#).
- Serve with the Suffolk Community.
- Serve on a governing body.
- And much, much more!

Check out [Student Leadership & Involvement](#) and the [Center for Community Engagement](#) for more information on how to get involved.

## **SUFFOLK UNIVERSITY EMERGENCY SERVICES**

**Counseling Health and Wellness**: The Counseling Center's primary goal is to provide timely and comprehensive short-term counseling services to Suffolk University undergraduate and graduate students. Its services are free and are confidential.

Students may schedule appointments during normal business hours and may use the call-in service for support after business hours.

For mental health emergencies during business hours: (617) 573-8226.

For call-in support after business hours and on weekends: (617) 573-8226

In the event of an immediate, life-threatening mental health emergency on campus, call the University Police at 617-573-8111. Off campus, call 911 or go to the nearest hospital emergency room.

**Suffolk University Police**: To obtain medical attention if you believe you have an emergency with a student who is on campus, first, dial 9-911 from a campus phone, 911 from a non-campus phone. Then, notify Suffolk University Police at extension 8111, or 617-573-8111, that you have called for an ambulance (if appropriate) and provide the location where the medical emergency exists. Suffolk University Police will guide the EMTs to the correct location as well as come to the location to offer assistance.

All accidents on campus must also be reported immediately to Suffolk University Police at 617-573-8111.

**Policies Against Discrimination and Harassment and Sexual Misconduct**: If the student reports incidences of discrimination, harassment and/or sexual harassment of any kind, they/University staff may contact the following staff/departments.

Sheila M. Calkins, RN JD, Director of Title IX and Clery Act Compliance: 617-573-8027, [title9@suffolk.edu](mailto:title9@suffolk.edu)

Ann Coyne, Dean of Students in CAS and SBS: 617-573-8239, [studentaffairs@suffolk.edu](mailto:studentaffairs@suffolk.edu)

[Policy Against Discrimination and Harassment](#)

[Policy Against Sexual Misconduct](#)