



Mentee Guide

Suffolk University

**Center for Career Equity, Development
and Success**

“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 to engage Suffolk alums 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.

The Career Center and RAMP are committed to diversity, equity and access. We encourage students and alums of different abilities, ages, colors, creeds, cultures, races, ethnicity, family models, gender identities, gender expressions, health statuses, nationalities, political views, religions, spiritual or philosophical beliefs, sexual orientations, socioeconomic statuses, educational backgrounds, and veteran status to participate.

In the interest of assuring diversity and inclusion in RAMP, we are gathering information on identities in the application and will use the data to see where we need to increase awareness and participation. We are also adding the option to have your most salient identities considered when matching you with a mentor.

RAMP is now based in the Career Center's [Career Communities](#). When you apply, you may choose up to two Communities that best fit your career interests and/or experience and will be matched accordingly.

- Accounting, Finance & Data Analytics
- Healthcare & Wellness
- Human Services & Social Impact
- Humanities & the Arts
- Journalism, Media & Communication
- Management & Entrepreneurship
- Marketing, Analytics, Advertising & PR
- Public Administration, Government & Law
- STEM & Sustainability

READY TO START?

1. Fill out a RAMP [Mentee Application](#) by the **Friday, October 15th deadline**.
2. Complete a **mandatory RAMP Orientation Session**. You may watch a recorded Orientation or attend an in-person session (see [Handshake Events](#) for dates).
3. **Complete a short quiz** after the orientation.
4. On **Friday, October 29th**, you will receive an **email from your [Career Community advisor](#) connecting you to your mentor**.* You'll be officially matched until May 1st, 2022.
5. **Within 5 business days, email your mentor** to introduce yourself and schedule an initial meeting.

**Please note, we will do our best to match you with an alum whose background closely aligns with your career interests but we appreciate your flexibility and openness regarding the assigned mentor.*

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 **virtual RAMP Kick Off** event (not required, but encouraged) the first week in November. 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 goals** you would like to achieve with your mentor (see "Sample Goals for the Mentoring Partnership" below).
- Begin with an in-person meeting or video chat, during which you may outline the terms of the mentoring, including expectations for time commitment, preferred communication methods, goals of both partners, and activities.
- **Due to the fluidity of the Covid situation, there is a possibility that RAMP may move to virtual at any point. We will alert you to any changes in policy for Suffolk programming.**
- We recommend that you **meet once a month** in person, or by video chat or phone.
- Communicate by email, text or phone in between meetings.

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 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, revisit 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 encourages 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 1 business day.
- Before you conclude your meeting, set up the next date/time when you will meet again. Many mentors and mentees schedule regular monthly meetings in advance.
- If you are unable to maintain your commitment to the mentoring partnership, immediately notify your mentor and your Career Center advisor.

TIPS FOR THE FIRST COMMUNICATION WITH YOUR MENTOR

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

- 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.

SAMPLE INTRODUCTORY EMAILS

Dear Ali,

It's great to meet you! I'm a first-year political science major with interests in campaigning and immigration law. I may go to law school, but I'm not sure. I joined RAMP because I am interested in learning from an alum how to take advantage of all of the experiences Suffolk offers. I was in Model UN and the debate club in high school, but haven't joined any clubs yet at Suffolk. I looked at your LinkedIn profile and see that you were very involved at Suffolk, and would love to hear more. I'd also like to learn about how to find internships, and what your experience was. Something different about me: I play ultimate frisbee.

When can we meet? I'm available most weekday evenings and during the day on Friday, but I can be flexible. I'm comfortable with Zoom, FaceTime, and WhatsApp. We can try to meet in person, too.

I look forward to hearing from you.

Thank you,

Sasha

Dear Tom,

It's a pleasure to meet you! I'm a second-year MBA student from Vietnam. I worked in travel in my home country, helping to set up city tours for foreign visitors. I joined RAMP because I want to learn about the US job world and culture from a mentor. I see from your LinkedIn profile that you started your own business. I'm getting my MBA because I'd like to do the same, and am interested in your experience and advice. I'd also like to learn how to network in the US. Although I study a lot, I also like to cook. What are your hobbies?

Let's set up a meeting. Are there days and times that work well for you? Do you have a favorite video chat platform? Is there a café near Suffolk that you like?

Enjoy the weekend.

Regards,

Nguyen

PREPARING FOR THE FIRST MEETING

Prepare by reviewing your mentor's LinkedIn profile or professional information, which we include in the introductory email. 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? (See examples in "Sample Goals")
- What platform (video chat, phone) feels most comfortable to have a conversation? Is there a place where we can meet in person?
- 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.

SAMPLE GOALS FOR THE MENTORING PARTNERSHIP

Have some goals in mind for mentoring partnership, and keep them specific and achievable. Be prepared to shift your goals depending on your mentor's area of experience and expertise. Also consider that your mentor may be able to connect you to someone who can help with a goal if they cannot.

"My goal for this mentoring partnership is to..."

- Communicate on video calls like a professional.
- Be able to communicate my unique skills in interviews.
- Write resumes and cover letters specific to particular positions.
- Have a complete LinkedIn profile and 5 new connections in my field of interest.
- Develop a system of organizing my school, work and personal tasks so everything gets done.
- Master active listening skills.
- Find one professional networking event to attend per month.
- Create a consistent personal brand across social media platforms.
- Become a member of two campus groups and/or attend one Suffolk activity per month.
- Find and apply to three internships.
- Understand my mentor's current job and how they got there.
- Identify two professional roles in my field of interest.
- Have three informational interviews with my mentor's colleagues/connections.
- Identify five new companies to explore.
- Volunteer at my mentor's employer or favorite charitable organization.

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.
- Trading articles on topics of interest, career or hobby-related.
- 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 (visit the mentor at work, virtually or in person).
- Resume, cover letter and portfolio review, and practice virtual or in-person 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.
- Attending virtual events together, business- or interest-related.

**For specific advice on crafting your educational plan at Suffolk 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 1st. This ***does not mean that the partnership must end*** (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. The best ways to thank your mentor are simple:

- Write a thank you note telling them what you learned from them during the partnership.
- [Write them a recommendation on LinkedIn.](#)
- [Give them “kudos” on LinkedIn.](#)

PROGRAM FEEDBACK

We like to hear from you! Your feedback, negative and positive, is critical in making this program a continued success. We will send **three short check-ins** by email.

- One month after the initial matching email to make sure you connected.
- During the middle of mentoring partnership.
- At the conclusion of the mentoring partnership.

If there's an issue **you don't have to wait until the check-in to report it**. Tell us right away so we can help.

CONTACT CAREER CENTER 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.
- You cannot continue in the mentoring partnership.
- To report any misconduct or serious concerns. If anything about your mentoring partnership makes you uncomfortable, immediately report it to the Career Center.

Career Center contacts: Start with your Career Communities Advisor (the person who sent the match email). If you don't get a response, contact Joanna Lazarek at jlazarek@suffolk.edu or Sarah Burrows at sburrows@suffolk.edu.

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

We wish you and your mentor a successful experience!

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 (we recommend meeting at least once a month)

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 at Suffolk

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

- The [Career 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 Diversity, Equity & 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 [TRIO and First Gen Forward](#) programs: the McNair Scholars, Upward Bound, Veterans Upward Bound, the Connect the Dots mentoring program, First Gen College Student Celebration, and First Gen Law School Scholarship.
- Suffolk offers a number of programs and services to [military students and families](#).

Get Involved

There are many ways to get involved on campus:

- Join one of the [80+ clubs on campus](#).
- Serve with the Suffolk Community.
- Serve on a governing body.
- And 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, Harassment and Sexual Misconduct:

If you experience incidences of discrimination, harassment and/or sexual misconduct of any kind, you, a staff member you trust or your mentor 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

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

[Policy Against Sexual Misconduct, Relationship Violence, and Stalking](#)

[New Title IX Regulations: Nondiscrimination Policy and Grievance Procedures](#)