



BALL STATE
UNIVERSITY

Mentee Guide



Table of Contents

Introduction	1
What is Mentoring	2
Mentorship Program Goals	2
Responsibilities and Expectations of a Mentoring Relationship	3
Finding a mentor	3
Fostering a Positive Mentorship	3
Learning Outcomes	4
Mentor Relationship Building Stages	4
University Contacts	5
Diversity Statement	6



Introduction

Welcome to the Ball State University Mentorship Program.

Did you know that 22% of undergraduate students reported in the Strada Gallup Survey that having a mentor encouraged them to pursue their goals and dreams? These mentoring relationships during college not only help provide guidance and career clarity for students, but also lead to an increased quality of life for individuals post-graduation. A mentoring relationship has numerous advantages for both the mentor and mentee. Therefore, Ball State University is committed to ensuring all students and graduates have access to a mentor.



What is Mentoring?

Ball State University defines a mentorship as the relationship between an experienced professional who is willing to provide advice, leadership, and feedback to a future professional or peer through purposeful interactions that will empower the individual to have a fulfilling and meaningful life.

Mentorship Program Goals

As a part of our strategic plan, the Ball State University Career Center, in partnership with the Office of Alumni Engagement, has established the following goals for the Mentorship Program:

1. Ensure all students and graduates have access to a mentor
2. Provide opportunities for alumni to connect with the campus community
3. Create relationships among fellow alumni for further success
4. Foster relationships between alumni, current students, and faculty
5. Propel students toward a lifetime of success

Responsibilities and Expectations of a Mentoring Relationship

As a mentee, you are expected to:

1. Take initiative to reach out to the mentor
2. Respond to mentor in a timely manner
3. Strive to set and reach SMART goals
4. Take the relationship seriously
5. Be open to feedback and advice
6. Be personal and professional

We ask the mentors to:

1. Respond to the mentee in a timely manner
2. Engage in frequent conversations in person, virtually, or over the phone
3. Encourage the mentee to set and reach their SMART goals
4. Be honest and trustworthy
5. Be professional and personal
6. Help students identify transferable skills gained through curricular and co-curricular activities and understand how to articulate these competencies through the lens of Career Readiness.



Finding a Mentor

How will you know if the relationship will be a good fit? Here are a few items to consider in your search for a mentor:

- Ability to relate to one another
- Similar values
- Compatible personalities
- Willingness to help you set and reach goals

Fostering a Mentoring Relationship

Before you begin, it is important to examine why you want a mentor in the first place. Be clear about what you hope to gain from the relationship. Are you only doing this as a requirement for your academic program, or are you genuinely curious to learn from someone who is a few steps ahead of you on a similar career path? The attitude and expectations you bring in to the mentoring relationship will be a big factor in what you ultimately receive from the experience. Our hope is that your mentor will help you set and reach goals, as well as help you grow both personally and professionally.

Mentoring is a relationship built upon numerous conversations – where trust is fostered, goals are set, and feedback is welcomed. Sometimes starting the conversation can be the trickiest part of establishing the relationship. Here are a few topics and questions to get you started:

Topics:

- Your mentor's career path
- Shared hobbies and interests
- Career challenges and areas of extreme growth

Common Questions:

- Why did you decide to become a mentor?
- How did you choose your academic major? Did your major lead you to a career in the same field?
- Was there a specific experience that helped you get started in your career?
- Which part of your job energizes you the most? Which part do you dread the most?
- Where do you hope to be five years from now?
- How do you utilize your strengths in your current role? How do your weaknesses trip you up in this role?



Learning Outcomes

Ball State University believes the relationships and connections gained through a mentorship program are vital to a student's growth and development. College is a time of immense change and opportunity for students, and the guidance provided by a mentor can help pave the way toward a fulfilling career.

When a mentee completes the mentorship program, we expect them to have accomplished the following:

1. Set goals for personal and professional development in order to lay groundwork for a fulfilling career and meaningful life
1. Strengthen networking skills to enhance professional relationships
3. Develop critical thinking skills through experience and reflection

When a mentor completes the mentoring program, we anticipate the following accomplishments:

1. Empower students to lead fulfilling careers and meaningful lives through intentional conversations
2. Promote goal setting and achievement through feedback and advice from personal experiences
3. Assist in strengthening critical thinking and networking skills

Mentor Relationship Building Stages

Stage 1 - Get to Know Each Other

The start of any relationship begins with establishing ground rules and building trust. During this time, you will share about your experience, set goals, and define expectations.

Stage 2 - Action Plan

The bulk of the mentorship experience will be the mentor guiding the mentee through an action plan designed to help the mentee reach their goals.

Stage 3 - Reflect

The mentorship will culminate with an invitation to reflect on challenges and growth that took place because of the action plan. At this point, the formal mentor relationship may transform and continue, or it may come to an end.



Conclusion

In order for the mentorship to be effective, both the mentor and the mentee must commit to the following:

- Follow through on action items
- Have consistent contact
- Be open to feedback
- Hold each other accountable

A mentor relationship provides growth opportunities for both the mentor and the mentee. We hope that you will take full advantage this resource during your time at Ball State and beyond.

University Contacts & Resources

In order to make the relationship work, you must both be present. Follow through on action items. Have consistent contact. Be open to feedback. Hold each other accountable. A mentor relationship has advantages for the mentee and mentor.

Remember that your mentor is meant to help you with growth and development. If you feel need further assistance please utilize the below listed resources.

- Alumni Association (Cardinals Connect)
 - Kate Webber, kwebber@bsu.edu
- Ball State University Career Center
 - Kyndra Haggard, khaggard@bsu.edu
- Ball State University Counseling Center
 - Lucina Hall, Room 320
 - 765-285-1736
- Ball State University Health Center
 - 1500 W. Neely Avenue
 - 765-285-8431
- Ball State University Police
 - 200 N McKinley Ave
 - 765-285-1111
- Ball State University Learning Center
 - North Quad (NQ), Room 350



Ball State University Statement of Diversity and Inclusion

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff, and student body. Ball State is committed to ensuring that all members of the campus community are welcome through our practice of valuing the varied experiences and worldviews of those we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge.

At Ball State, diversity is an integral part of our identity. Our success depends on our efforts to cultivate inclusivity within our pedagogical, scholarly, and creative pursuits. Community is an inherent and crucial aspect of such efforts at local, national and international levels. As we recruit and retain a diverse administration, faculty/staff and student body, we strive to ensure that our students are prepared to engage and succeed in increasingly diverse environments. Our recruitment efforts will continue to include historically underrepresented populations to create the cultural milieu that promotes participation by all.

We are committed to the pursuit of excellence by being inclusive of individuals without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, gender identity/gender expression, physical or mental disability, national origin, ancestry, or age. Ball State will be a place recognized for its positive climate—one where all stakeholders know that their contributions to the mission of the university are essential to our success.

