“Leadership and learning are indispensable to each other”
~John F Kennedy

Keys to Effective Mentoring

- Set Goals
- Define expectations
- Find common interests
- Establish Trust
- Respond directly to questions
- Create learning moments
- Evaluate the mentorship together
- Have fun!

Contact Us

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BUSINESS CONNECTIONS
Mentor Handbook

NORTH DAKOTA STATE UNIVERSITY
College of Business
Program Overview

**Business Connections...**
Is a mentoring program that aims to provide undergraduate students in the NDSU College of Business with invaluable opportunities to explore various career fields and options, to test their personal experiences and classroom learning against real-world situations, and to benefit from the free exchange of ideas with established business professionals who have been down the road before them.

**What Is Mentoring?**
Mentoring is a relationship in which an experienced professional gives of his or her time and expertise, typically to an individual less experienced in a particular field. More than simply providing information though, mentors offer a listening ear, careful advice, discernment, and encouragement regarding career choices and opportunities.

**Through this program...**
Mentors help students:
- Expand perspectives on a range of career opportunities
- Experience meaningful interactions with top executives
- Establish a network of professional contacts
- Gain real-world insight from successful professionals
- Develop confidence via leadership & personal initiative
- Obtain an insider view of leading industries and careers

**Day to Day Details**
Let your student join a meeting, observe as you make phone calls and respond to email, and see how you approach projects, customer or client interactions, and colleague collaboration.

**Meeting with Colleagues**
Set up a lunch or informational interview with colleagues to help your student meet others in your organization, observe organizational culture, and have an opportunity to network with additional professionals.

**Company Materials**
Provide the student with your organization’s promotional, recruitment, or new-employee orientation materials to review.

“I asked, ‘What advice would you give someone my age?’ and [my mentor] said to set goals, make a plan, and go after them.”
Sam Schroeder, Management Major
2016 mentee

**Concluding the Mentorship**
The mentorship concludes when both the student and the mentor agree that the goals and expectations have been met. At that time, both parties will be asked to complete a program evaluation.

Mentoring relationships may continue after the “formal” sessions end. It is the expectation that the formal mentoring program sponsored by the college of Business will conclude no later than the end of the semester.
Mentorship Activities

Use this list for ideas of activities you might choose in order to tailor the mentorship experience to meet the needs of your mentee.

While the mentoring relationship is more than a single job shadow experience, you are expected to hold at least one of your meetings with the student at your place of business, as many students have had little exposure to different occupations or professional work environments.

“"It was very beneficial... I was able to ask personal and career questions, and my mentor adapted things to my interests.”
Lexie Weber, B.S. Management, '18
2016 mentee

Company Tours
Show the student your work area, various departments, labs, computer equipment, production areas, conference/meeting rooms, etc.

Informational Interview
Schedule 30-45 minutes with the student to cover your career history, share advice for ways to get into your career field or organization, and to discuss industry trends and future opportunities.

Connect with HR
Set up a meeting with an HR re to help your student learn about internship and job opportunities and to receive resume feedback.

Organizational Overview
Describe the purpose and function of your position and how it fits into the overall structure of your organization.

Who Is In Charge?
Students are expected to take a leadership role in the mentoring process and to direct their own education experience.

At times, letting a student take the lead can feel awkward to a mentor, especially if the student struggles to set goals, guide the conversation, or prepare an agenda. We encourage you to allow the student to work through this, as it can be a valuable learning experience. If the student continues to struggle, feel free to provide guidance.

Following the mentor and mentee orientation sessions, both parties are notified and provided with contact information. At this point, the student should take the lead with the following areas of responsibility:

- Initiate meeting arrangements
- Plan and present each meeting’s agenda, including specific educational goals or learning objectives
- Draw the mentorship to a close at an appropriate time
- Evaluate the impact of the experience on their personal and professional development

Maximizing the Mentorship Experience
Most students meet with their mentor five or six times during the semester. Meetings can be in person here at Barry Hall or on the main NDSU campus, at the mentor’s workplace during business hours, or in a public place of business in the community. Meetings also might be through email, via Skype, or by phone. In order to maximize your time:

- Obtain appropriate clearances for their visit to or tour of your organization, if necessary.
- Use their input to create a tentative schedule of activities for the office visits or job shadow experiences.
Expectations for Mentors

We believe that mentors show leadership to those they mentor by modeling lifelong applied learning. As a mentor, you are expected to demonstrate the following behaviors.

Be **Available** for meetings at reasonable intervals... about five times during the semester.

**Value** your student’s time and fulfill your established time commitment.

**Reply** to emails and phone calls from your student within 2 business days.

**Establish** clear expectations regarding meetings with your mentee.

**Encourage** your mentee to set goals for the mentoring experience, to prepare questions, and to take initiative in your sessions together.

**Communicate** respectfully and responsibly with your mentee.

**Evaluate** your student, the program and the experience at the conclusion of the mentorship program.

**Contact** Elizabeth Worth in the College of Business if you have any questions or concerns regarding your mentoring relationship or the program overall.

(701) 231-6038  
elizabeth.worth@ndsu.edu

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**Mentoring 101**

**Tips & Techniques**

Mentors often learn from their students as much as they teach. The following tips can help you create an atmosphere of learning as you develop a deeper rapport with your mentee.

**Availability**
The most important thing you can provide as a mentor is your time and attention. Be present to the student when you meet.

**Information Exchange**
Your student will have questions. Come prepared to answer them to the best of your abilities.

**Vulnerability**
Sharing your own development and experience is essential, as is fostering a relationship based on mutual trust and support. Allow the student to benefit from the knowledge of your failures as well as your successes.

**Affirmation**
People learn best in contexts of support and encouragement. As a mentor, seek to enable the emotional development of your student, encouraging his or her progress and passion.

**Advice**
As a mentor, you are a guide, helping your student to understand and integrate his or her knowledge, skills, character traits, and relationship abilities... crucial qualities for success in any professional workplace.

**Discussion**
Stories, dialogue, and even role playing a client interaction and be helpful. Listen to and learn from the student while finding ways to encourage their growth. Challenge your student to think on their feet and come to their own conclusions. Act as a sounding board for their ideas.
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