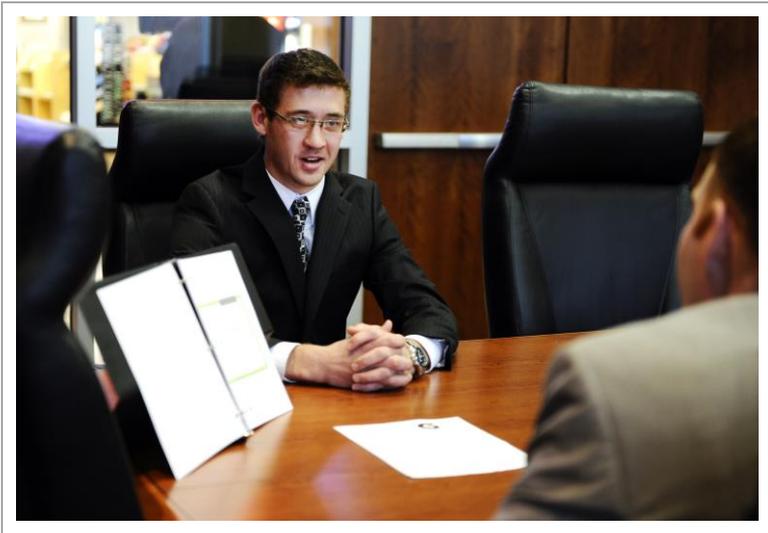


BUSINESS CONNECTIONS

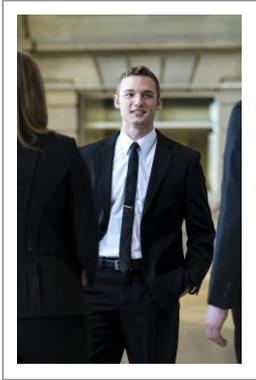
Mentee Handbook



NORTH DAKOTA STATE UNIVERSITY

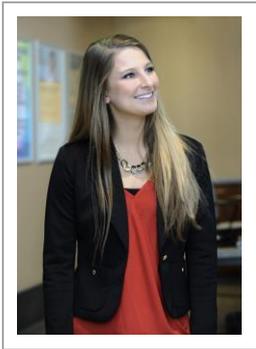
College of Business

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...

Mentees can expect to:

- 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

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, it may feel awkward to take the lead with your mentor, especially if you struggle to set goals, guide the conversation, or prepare an agenda. We encourage you to work through this, as it can be a valuable learning experience. If you continue to struggle with taking the lead, feel free to ask your mentor for 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:

- Be sure to obtain all required information before visiting your mentor's office, such as location, parking, etc. Allow extra time.
- Develop, along with your mentor, a tentative schedule of activities for the office visits or job shadow experiences.

Expectations for Mentees



As a mentee, you are expected to demonstrate the following behaviors.

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

Value your mentor's time and fulfill your established time commitment.

Reply to emails and phone calls from your mentor and from the Business Connections Team within 24 hours.

Establish clear expectations regarding meetings with your mentor.

Prepare yourself by setting goals for the mentoring experience, coming with questions, and taking initiative in your sessions together.

Communicate respectfully and responsibly with your mentor.

Evaluate your 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*

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 mentor.



Availability

Be present with your mentor when you meet. It's important for you to devote your time and attention to the relationship.

Vulnerability

Sharing your questions, concerns, and even fears is key, as is fostering a relationship based on mutual trust and support. In return, you can benefit from the knowledge of your mentor's failures as well as their successes.

Advice

Your mentor serves as a guide, helping you to understand and integrate the knowledge, skills, character traits, and relationship abilities that are crucial for success in any professional workplace.

Information Exchange

Come with questions. Your mentor may not be able to answer all of them, but they will be a good resource.

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.

Discussion

Stories, dialogue, and even role playing a client interaction can be helpful. Listen to and learn from your mentor, and try to stretch out of your comfort zone. They may challenge you to think on your feet and come to your own conclusions. Use them as a sounding board for your ideas.

Mentorship Activities

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

While the mentoring relationship is more than a single job shadow experience, you are expected to hold at least one of your meetings at your mentor's place of business, as it provides valuable exposure to the professional work environment.



“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

You could request a tour of your mentor's work area, conference or meeting rooms, various departments, equipment, production areas, etc.

Informational Interview

Schedule 30-45 minutes to ask questions about your mentor's career history, get advice on how to prepare for your future career field or organization, and to discuss industry trends and opportunities.

Connect with Colleagues

See if there is an opportunity to connect with some of your mentor's colleagues so that you can meet others in the organization, observe organizational culture, and have an opportunity to network with additional professionals.

Day to Day Details

Sit in on a meeting, observe as your mentor makes phone calls and responds to email, and see how they approach projects, customer or client interactions, and colleague collaboration.

Organizational Overview

Discuss the purpose and function of your mentor's position and how it fits into the overall structure of their organization.

Company Materials

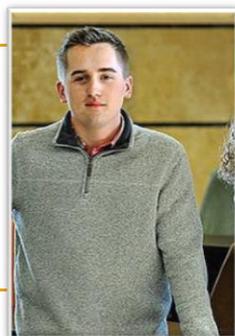
Request some of the organization's promotional, recruitment, or new-employee orientation materials to review.

Seize Your Opportunities

Be open to new opportunities. If your mentor invites you to a business event, or you have an opportunity to stretch outside of your comfort zone, try your hand at a new skill... do it! You'll get the most out of this experience by being open to all it has to offer you.

"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, but the expectation is that the formal mentoring program sponsored by the College of Business will conclude by the end of the semester.

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

Keys to Effective Mentoring Relationships

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

Contact Us

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