

## Expectations of the Mentor

The mentor will be responsible for carrying out the objectives of the mentoring program within the framework of the overall goals of the Annie Day Shepard Scholars Program. The mentor is an advisor, guide and confidant.

### **Objective: Complement established Annie Day Shepard Scholars Program.**

*The mentor will:*

- Contact the mentee within the first week of pairing to introduce herself. Consider doing so with a phone call, visit, note or other personal contact.
- Set up an initial meeting within the first 2-4 weeks of the mentee's pairing. Establish a schedule of meetings and other contacts. Establish specific goals for the mentor/mentee relationship and steps to reach the goals. Explain what the mentee can expect from the mentor, both professionally and personally.
- Assist the mentee in understanding the educational development process.
- Help the mentee identify and access resources.

### **Objective: Build helping relationships between peers.**

*The mentor will:*

- Make referrals to appropriate staff in the University or elsewhere, as needed.
- Encourage the mentee to work with others in forming partnerships within and outside the University. Establish strategies for accomplishing this goal.

### **Objective: Help student realize her potential.**

*The mentor will:*

- Foster a confidential relationship in a safe environment.
- Create an atmosphere of trust in the mentor/mentee relationship.
- Be a good listener and take mentee seriously.
- Advise the mentee in balancing educational, family and personal life.
- Help the mentee identify and maximize her strengths.
- Motivate the mentee and bolster personal confidence.

### **Objective: Promote benefits of diverse experiences.**

*The mentor will:*

- Be a role model, sharing her own involvement and experiences, both personally and professionally.
- Encourage involvement in organizations and diverse experiences. Provide written material, meeting times and places, websites and other information about organizations and diverse experiences.

- Challenge the mentee to adopt a fresh perspective, expand horizons or think outside the box.
- Help the mentee expand her network of relationships.

### Ways to succeed as a mentor

#### ✓ **BE DEDICATED**

- Attend all meetings of the program. Meetings will be scheduled at the most convenient times for the mentors and students. If you cannot attend, PLEASE have a valid reason and notify the Women's Center Director and the mentee at least 48 hours in advance. We would like to update you on the material missed during the meeting.

#### **Upcoming Dates:**

***To be announced***

 Notify the Women's Center immediately if you are not able to continue as a mentor, so that we can find a replacement.

#### ✓ **FOLLOW ALL NCCU POLICIES AND PROCEDURES**

Obey all NCCU policies and procedures regarding student code of conduct during all program activities.

See **Drug and Alcohol Policy:** [http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=951](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=951)

**Student Code of Conduct:** <http://www.nccu.edu/files/documents/deanofstudentscodeofconduct.pdf>