

Mariner Mentoring Program Handbook





Mariner Mentoring Program

Objective

The MCU Mariner Mentoring Program connects students with employers, alumni, faculty, staff, and MCU community partners in order to facilitate holistic personal and professional growth and development through academic and career support, advice, and guidance.

The program is operated by the Internship & Career Planning Office, whose mission is to provide students and alumni with a variety of professional development training, tools, resources, guidance, programs, and opportunities in order to instill the knowledge, skills, and experience necessary to advance in their career trajectories. We assist students with engaging in substantial internships/practicums and professional experiences while enrolled in order to facilitate securing meaningful and satisfying employment upon graduation.

Program Goals

- Provide high-impact experiences and opportunities for students to engage in professional development, networking, and career exploration
- Foster mentoring relationships that inspire personal and professional success
- Increase student self-efficacy, self-awareness, preparedness, confidence, and knowledge related to academic and career aspirations
- Promote engagement and collaboration with alumni, employer partners, and constituents in order to grow and strengthen the MCU community

Learning Outcomes for Mentees

By participating in the program, students will be able to:

- Engage in proactive steps to enhance self-development, career planning, and professional advancement
- Build and maintain relationships while expanding upon professional networks
- Seek out, appreciate, and implement diverse perspectives in a global workforce
- Exercise practical application of personal and academic experiences toward achieving career goals
- Demonstrate skills and competencies related to effective verbal and written communication, time-management, commitment, motivation, dependability, personal accountability, and adaptability

Participation Criteria

Mentees

We define eligible mentees as Juniors, Seniors, and Graduate students (must have earned at least 60 units) who are willingly seeking support, advice, and guidance from experienced professionals as it pertains to academic and career exploration and goals. Exceptions will be considered for Freshmen and Sophomores who express an extreme interest, have signed the 4-year guarantee, and/or are in the Honors Program.



Mentors

We define mentors as experienced professionals who are able to foster the holistic growth and development of a student and support them in their endeavors by sharing in-depth knowledge, skills, and experiences that guide students' in navigating their academic and career paths. MCU employer/community partners, alumni, staff, and faculty who possess relevant professional experience and are dedicated to coaching, motivating, and serving as a role model are encouraged to participate.

Evaluation

Each May, an evaluation survey is disseminated to both parties in order to assess the success of the experience, address any issues, review suggestions, and determine if learning outcomes and program goals were achieved.

Selection and Matching Process

Mentee

- Eligible students complete the “Call for Participants” intake form for mentees that is sent out in September each year
- Applicants receive a communication from the Internship & Career Planning Office informing them of their acceptance status
- Confirmed mentees follow instructions to login to their LinkedIn account (or create one) and request to join the MCU Mentoring Program Group (enter name in the search field for Groups or click on it from the MCU official LinkedIn page)
- As a member of the Group, you can view all of the mentors' “About Me” blurb and select up to three mentors to contact either via LinkedIn Messenger or their provided email address
 - Sample professional language to request a mentor is provided
- Once a mentee and mentor have agreed to be paired up, the matching process is complete
 - Each mentee is paired with one mentor, whereas mentors determine their number of mentees (we recommend no more than 3 per academic year)



Mentor

- Prospective mentors complete the “Call for Participants” intake form that is sent out in August/September each year
- After receiving a message from the Internship & Career Planning Office on their mentor status, mentors follow instructions to login to their LinkedIn account (or create one) and request to join the MCU Mentoring Program Group (enter name in the search field for Groups or click on it from the MCU official LinkedIn page)
- Click on “Start a conversation in this group” and post your brief “About Me” blurb according to the prompt
 - Provide your academic and professional background and state why you want to serve as a mentor
 - Provide an email address if you prefer to be contacted outside of LinkedIn Messenger
- Once a potential mentee makes contact, mentors can determine who is a good fit
- Mentors determine their number of mentees (we recommend no more than 3 per academic year), whereas each mentee is paired with one mentor

Please note: If a student is unable to pair up with a mentor by October, we will do our best to assist with the process. However, we cannot offer guarantees that every student will be paired with a mentor and vice versa.

Roles, Responsibilities, and Expectations

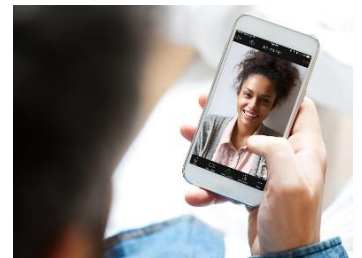
An orientation is held each year to provide information, host a Q&A, and kick-off the program.

Mentee

- Initiate first contact with professionals to request mentorship (refer to sample language provided)
- Maintain and adhere to professional standards and conduct throughout all manner of interactions
- Be receptive to and accepting of constructive feedback and implement it accordingly



- Be respectful and understanding of mentor's obligations outside of the program (work, school, family, etc.)
- Meet with mentor at least 4 times throughout the year
 - Time, date, and location arranged between mentor and mentee
 - Initial meeting should take place at the mentor's worksite (or a public space if mentor works from home)
 - In the event of circumstances prohibiting in-person meetings and gatherings, interactions between the mentor and mentee should occur virtually or via phone (if agreeing to meet in person during events such as COVID-19 or other health threats, all parties must adhere to recommendations, protocols, and guidelines set by the World Health Organization, the Center for Disease Control, and local Public Health Departments)
- Communicate in a consistent and reliable manner according to agreed upon schedules and timelines
 - Respond to all mentor messages in a prompt and courteous manner (email, messenger, text, voicemail, etc.) within 1-2 business days
 - Contact mentor during agreed upon times and through agreed upon methods of communication
- Prepare for each mentorship meeting by writing down a clear outline of your objectives, goals, and desired takeaways framed around career exploration and career paths
 - Be prepared, punctual, and focused (avoid distractions such as cell phone use)
 - Take notes
- Demonstrate commitment to the program, process, and experience by assuming responsibility, ownership, and accountability of personal and professional development
- Exhibit comfortability and openness in sharing relevant and appropriate information that will enable the mentor to gain a sense of understanding regarding your background, experiences, challenges, fears, accomplishments, hopes, and goals (strongly recommended to provide resume to mentor)
- Engage in self-reflection throughout the process in order to capitalize on lessons learned for future application
- Express gratitude and appreciation
- Maintain confidentiality
- Contact the Internship & Career Planning Office to address any conflicts, issues, or concerns at any time
- Complete program evaluation disseminated by the Internship & Career Planning Office in May



Mentor

- Respond to potential mentees' initial contact messages and subsequent messages from confirmed assigned mentees in a timely manner (within 2-3 business days)
- Meet with mentee at least 4 times throughout the year
 - Time, date, and location arranged between mentor and mentee
 - Initial meeting should take place at the mentor's worksite (or a public space if mentor works from home)
 - In the event of circumstances prohibiting in-person meetings and gatherings, interactions between the mentor and mentee should occur virtually or via phone (if agreeing to meet in person during events such as COVID-19 or other health threats, all parties must adhere to recommendations, protocols, and guidelines set by the World Health Organization, the Center for Disease Control, and local Public Health Departments)
- Communicate in a consistent and reliable manner according to agreed upon schedules and timelines
- Demonstrate commitment to the program, process, and experience
- Provide meaningful and effective advice, encouragement, support, motivation, and guidance relevant to mentees' expressed interests, major, and career goals
- Exhibit comfortability and openness in sharing relevant and appropriate information regarding your background, experiences, and career paths
- Be an active listener and provide constructive feedback when applicable
- Be respectful and understanding of mentees' obligations outside of the program (work, school, family, etc.)
- Maintain confidentiality
- Contact the Internship & Career Planning Office to address any conflicts, issues, or concerns at any time
- Complete program evaluation disseminated by the Internship & Career Planning Office in May

First Meeting Preparation & Guidelines

The first meeting will lay the foundation and set the tone for the mentorship. Ensure that you and your mentor become acquainted and establish interaction/communication expectations for the remainder of the partnership.

Suggestions:

- Review “Suggested Questions & Discussion Topics for Mentorship”
- Create an agreement outlining goals, objectives, and expectations
 - What do you both hope to gain and accomplish?
- Establish meeting and communication guidelines
 - Meeting dates/times, duration, and modes (in-person, virtual, phone, etc.)
 - Contact times and modes
 - Communication frequency in between meetings
 - Communicating to one another regarding cancellations and rescheduling
- Determine how each meeting will wrap-up and possibly be evaluated/reviewed as productive
 - Set agenda for next meeting
 - Send follow-up recap of meeting via email

Suggested Questions & Discussion Topics for Mentorship

In addition to general background questions and getting acquainted with each other on an introductory level, please consider the following:

Mentee

Ask Yourself (Self-Reflection/Self-Assessment):

Personal

- What do I hope to gain from this experience and learn from my mentor?
- In which areas do I need the most guidance or have the most concerns?
- Why are my biggest challenges and how do I overcome them?
- What are my strongest skill sets and talents?
- What are my greatest accomplishments? What am I most proud of?
- Who/what are my sources of inspiration and why?
- How do my upbringing, background, culture, belief-system, values, lifestyle, etc. influence my daily actions and life choices?
- What matters most to me? What am I passionate about? What keeps me going every day?

Career

- What are my career goals and aspirations? Do they align with my personal interests, values, and passions?
- In what ways do my major and academic experiences align with my career goals?
- How have my previous and present work experiences and professional activities impacted my career goals?
- What type of work environment do I like best? What type of workplace culture am I seeking?
- What types of skills and experiences should I be acquiring in order to give myself a competitive edge?
- How do I define success and how will I achieve both personally and professionally?

Ask Your Mentor:

- Where did you grow up?
- Who/what are your sources of inspiration? Did or do you have a mentor?
- How did your academic and career path lead you to the role you're in today?
- What does a typical workday look like for you?
- What do you enjoy most about your work? What is the most rewarding part of your job?
- What do you enjoy the least about your job?
- What skills and experiences are the most important for someone interested in my career path?
- What educational and work experiences does your organization look for in a qualified candidate?
- What do you wish you'd known or you wish someone had told you when you were starting out in this career/role?



- What advice would you give a college student or recent graduate who is seeking a career in this industry?
- What steps should I be taking now to prepare myself for life after college?
- What tips do you have on financial literacy/budgeting, time-management, etc.?
- What do you think in the most effective way to engage in networking and relationship building?
- What types of professional organizations should I consider joining?
- How do you manage your work-life balance?



Mentors

Ask Yourself:

- What do I hope to gain from this mentorship?
- How can I best support my mentee?
- How will I ensure our time is used in the most efficient and meaningful way?
- How will I manage my schedule to provide the time, focus, and attention that my mentee deserves?

Ask Your Mentee:

- What are you hoping to gain from this mentorship?
- What are some things you think I should know about you so I have a better idea of how to guide you?
- What are some of your favorite hobbies and social activities?
- What are you most passionate about?
- Why did you select your major? Which courses have you enjoyed the most?
- How did you determine your career goals and how do you plan to achieve them?
- What types of work and professional experiences have you had and how have they impacted your career aspirations?
- What types of internships and jobs are you seeking?
- What concerns you the most when you think about searching and applying for internships and jobs?
- What types of professional development and career planning actions have you taken so far?
 - Resume, cover letter, elevator pitch, mock interviews, attending career events, etc.
- When you think about your life 5, 10, 20, years from now, what do you envision?

Possible Activities

Mentors, if it is an acceptable and reasonable possibility, consider inviting your mentee to the following:

- A job shadow day
- To “sit-in” on a staff meeting(s)
- Attending a work function/event
- Professional development and/or networking opportunities

Appropriate Subject Matter

Mentees: As the mentorship develops, please remember that the objective of the program is for your mentor to support your growth and development as it folds into your academic and professional trajectories. If any point you feel the conversations/interactions are greatly diverging from the intended purpose and/or creating a level of discomfort for either party, please contact the Internship & Career Planning Office.

Mentors: Please refer to the information provided in your initial “Welcome Email”.

Sexual Harassment and Discrimination (Title IX)

Marymount California University is committed to upholding standards that promote integrity, respect for human dignity, and commitment to justice in an environment fostering learning, professionalism and inclusion. Consistent with these values, Marymount California University believes that all members of the university community – students, faculty, staff, and visitors – should pursue their work and education in a safe environment, free from discrimination or harassment based on sex, sexual assault, domestic violence, dating violence and stalking. [Learn more](#) - link to Title IX Information page - <https://www.marymountcalifornia.edu/title-ix-information/>. To report or complain of potential Title IX violations or to seek help and resources, please contact:

Karen Thordarson, Title IX Coordinator, (310) 303-7225, TitleIXcoord@MarymountCalifornia.edu

Participation Agreement

By creating a profile on the Mariner Mentoring Program LinkedIn Group, you are agreeing to the terms and conditions as they are outlined in the Handbook.

Internship & Career Planning Contact Information

Email: CareerPrep@marymountcalifornia.edu Phone: (310) 303-7381

Mariners, We Can't Wait to Help You Sail to Success!



References

Behling, L., Vandermaas-Peeler, M., Miller, P., & Johnson, B. (2017). 7 Ways to Make Student Mentoring Matter. *Inside Higher Ed*. Retrieved from <https://www.insidehighered.com/views/2017/10/27/advice-how-most-effectively-mentor-students-essay>

Clarion University – *Career Services CU Mentor Program*
<https://www.clarion.edu/academics/career-services/plan-and-manage-your-career/cumentor.html>

University of California, Los Angeles – *Alumni Mentor Program, Alumni Association*
<https://alumni.ucla.edu/alumni-mentor-program-2/>

Wake Forest University – *Mentoring Resource Center*
<https://mentoring.opcd.wfu.edu/>

Wright State University – *Experiential Education, Professional Mentoring Program*
<https://liberal-arts.wright.edu/experiential-learning/professional-mentoring-program>