



# Professional Mentoring Program Handbook



COLLEGE OF  
LIBERAL ARTS



*Welcome to the*

## **College of Liberal Arts Professional Mentoring Program**

The COLA Professional Mentoring Program links junior and senior liberal arts students with mentors who will assist them in making the transition from their college experience into the professional world. Mentees will have the opportunity to learn from an experienced business professional who will offer valuable insight and knowledge about what to expect as they enter the workforce.

This one-on-one mentoring relationship will allow for individual attention to each student's career aspirations, professional development, and networking needs. Focus areas could include job shadowing, invitations to networking events, elevator speech and interview preparation, resume and cover letter review, business etiquette, and social media/personal branding.

Thank you for being a part of our mentoring program. I hope that this experience is productive and rewarding. Please feel free to contact me with questions, comments, or concerns along the way.



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## Mentor Responsibilities

- Communicate with your Mentee at least twice during the semester. Face-to-face meetings are strongly recommended.
- Respond to your Mentee if he/she reaches out to you for help or advice on professional or academic issues.
- Respond to your mentee's emails and messages in a timely manner (e.g., within two business days).
- Be encouraging, supportive, and share your ideas, experience, resources, and network with your Mentee.
- Ask open questions and be an active listener.
- Maintain confidentiality whenever appropriate.
- Notify the program coordinator of concerns about the development of the relationship and/or success of your Mentee.
- Provide feedback on the program upon request.

## Mentee Responsibilities

- Contact your mentor once you receive his/her information from the program coordinator. **It is your responsibility to make this first contact.**
- Communicate with your mentor at least twice during the semester at mutually convenient times. Face-to-face interactions are strongly encouraged but other touch points can include calls, emails, texts, and social media messages.
- Arrive on time to any meetings.
- Be open and listen to constructive feedback.
- Maintain confidentiality whenever appropriate.
- Notify the program coordinator of concerns about the development of the relationship.
- Provide feedback on the program upon request.

# Your First Meeting

It is the Mentee's responsibility to contact the Mentor to schedule the first meeting. First meetings might take place during lunch on Wright State's campus, over morning coffee, or while enjoying an after work smoothie. Meetings should be relaxed, casual, and typically last an hour.

Mentors are not responsible to pay for their Mentee's meal or any other Mentee expenses which may occur, nor vice versa. However, Mentors are welcome to treat if they wish.

Topics of conversation for this first meeting will vary. There are only three objectives:

## **1. Become acquainted**

## **2. Establish communication expectations**

- How/when will you meet?
- Who will be responsible for making the arrangements for the meetings?
- What will be your "ground rules" for how the time will be spent and how you will communicate?

## **3. Set goals about what you want to accomplish through the mentoring partnership such as:**

- Develop professional expertise in a specific area of focus.
- Develop leadership abilities.
- Explore personal interests and abilities.
- Learn how to handle school-life-work balance.
- Explore major/career paths and opportunities.

## **Sample questions to ask your Mentee**

- Why did you want to be part of the COLA Professional Mentoring Program?
- What excites you? What are you passionate about?
- What pressing career/academic needs can I help address as your Mentor?
- For what types of companies or organizations are you hoping to work?
- How would you describe your ideal internship/job/company?
- What experiences have you had with mock interviews, resume critiques, and networking?
- What concerns you most about applying for internships and jobs?
- Why have you chosen your major?
- Who is your role model? Why?
- What questions do you have for me?
- When and how should we communicate next?

## **Tell your Mentee about your...**

- Connection to Wright State.
- High school and college experience.
- College major and career path.
- Current position and work responsibilities.
- Reason for becoming a Mentor.
- Personal life—family, children, pets, etc.
- Travel destinations you have enjoyed.

## Sample questions to ask your Mentor

- What courses/experiences/skills would be helpful for me to gain while in college?
- What characteristics or skills set you apart from your peers and enabled you to be successful?
- What do you know now that would have been helpful to know when you were a student in my shoes?
- What dreams and goals inspired you to succeed?
- How would you describe the culture/atmosphere of your workplace?
- What qualities do you look for in people you hire?
- What mistakes should I avoid when seeking an internship or job?
- How do you set goals? Do you have any advice on this process?
- How do you handle obstacles, roadblocks, and setbacks?
- What inspires you? How do you find inspiration?

## After your first meeting

It is easier to **get** connected than **stay** connected. Communication is key and will allow the mentoring relationship to thrive and become mutually beneficial.

We strongly recommend Mentors and Mentees meet face-to-face at least twice during the semester.

You are welcome to meet in person more often, however we know your schedule is quite busy so feel free to also communicate through email or via phone/text messages.

## **Suggested Activities for Mentors**

Discuss what your Mentee needs to be doing now to be marketable and employed at graduation. Offer suggestions and lay out a monthly or yearly strategic plan.

Ask to see a copy of your Mentee's professional resume, cover letter, LinkedIn profile, and/or elevator pitch. Review them and give your Mentee feedback, or forward it to your hiring manager for the same.

According to his/her chosen degree and interests, encourage your Mentee to join professional organizations as a student member.

Invite your Mentee to shadow you, or an associate, for a few hours or for an entire day.

Send your Mentee relevant career articles as well as encourage him/her to subscribe to and read relevant magazines and journals.

Involve your Mentee in community projects or endeavors in which you have a role.

Invite your Mentee to join you in a social activity where other professionals or clients are involved.

Ask your Mentee how his/her academic classes are progressing.

Give feedback on your Mentee's professional attitude, presence, and conduct. Critique and suggest improvements on handshake, smiling, posture, and articulation.

Offer the names of associates to your Mentee for the purpose of meeting and further career discussions, i.e., an informational interview.

Invite your Mentee to attend a morning staff meeting, a professional association meeting, or a client meeting with you.

Encourage your Mentee to connect with you on LinkedIn. Critique his/her profile. Discuss the benefits of LinkedIn.

Inquire about your Mentee's internship endeavors.

Discuss projects and developments in your company and industry such as:

- Technology and trends
- Time management (business vs. personal time)
- Globalization
- Competition and marketing
- Ethics in the work place
- Diversity

Discuss appropriate workplace attire.

Suggest that your Mentee take a self-assessment test, such as *StrengthsFinder*. Help your Mentee discover and develop his/her natural talents.



## Career Development

Many conversations Mentors have with their Mentees involve career development topics such as internship/job search, interview skills, networking, etc.

Liberal Arts students have access to the **Center for Liberal Arts Student Success (CLASS)** which offers one-on-one career coaching, professional development workshops, online resources, and more. Mentors can help encourage students to take advantage of CLASS student success programs and workshops.

The current CLASS Schedule is listed on the next page but additional programs are often scheduled throughout the semester. To view a regularly updated calendar, visit <https://liberal-arts.wright.edu/careers-and-internships/calendar-of-events-and-programs>.



CLASS is a valuable partner to you as you mentor your student. If you have any questions about CLASS programming or resources, feel free to contact the Director of Workforce Development Wayne Stark at [wayne.stark@wright.edu](mailto:wayne.stark@wright.edu) or 937-775-4268.

If you have an interest in hiring a student intern from the College of Liberal Arts, please contact Wayne Stark.



## Fall 2018 CLASS Workforce Development Programs and Events

*All workshops take place in 106 Millett Hall unless otherwise specified.*

### Internships 101 for Liberal Arts Students

**Tuesday, September 25**, 12:00 - 1:00 p.m.

### Interview Strategies for Liberal Arts Majors

**Wednesday, October 3**, 11:30 a.m. - 12:30 p.m.

### MPA, Urban Affairs, and Geography Careers Event

**Tuesday, October 9**, 5:00 - 6:30 p.m. - Millett Atrium

### Preparing for a Career Fair - Liberal Arts Style

**Thursday, October 11**, 1:30 - 2:30 p.m.

### Internships for History Majors

**Tuesday, October 23**, 12:30 - 1:30 p.m. - Millett Atrium

### So you want to go to Graduate School?

**Wednesday, October 24**, 11:00 a.m. - 12:00 p.m.

### Is Law School in your Future?

**Tuesday, October 30**, 1:30 - 2:30 p.m.

### Mock Interview Monday

**Monday, November 5**, 3:45 - 5:00 p.m.

### Job Searching for History Majors

**Thursday, November 29**, 12:30 - 1:30 p.m. - Millett Atrium

### Winning Salary and Benefits Negotiations

**Wednesday, December 5**, 12:00 - 1:00 p.m.



# Campus Resources

## **Professional Mentoring Program Coordinator**

Jennifer Buckwalter  
Assistant Dean for Community and Student Engagement  
jennifer.buckwalter@wright.edu  
937-775-2575

## **Center for Liberal Arts Student Success**

Wayne Stark  
Director of Workforce Development  
wayne.stark@wright.edu  
937-775-4268

## **College of Liberal Arts Advising**

120 Millett Hall  
937-775-2601  
cola-advising@wright.edu

## **Office of Financial Aid**

130 Student Union  
937-775-4000  
RaiderConnect@wright.edu

## **Academic Help (Tutoring Services)**

122 Student Success Center  
937-775-5770

## **University Library**

Dunbar Library  
937-775-2525

## **Campus Police**

118 Campus Services Building  
937-775-2056 (Office)  
911 (Emergency)  
2111 (Non-Emergency)  
wsupolice@wright.edu

## **Office of Student Affairs**

362 University Hall  
937-775-2808

**Student Support Services**

022 Student Union  
937-775-3749 (Office)  
937-775-2727 (24/7 on-call phone)

**Student Health Services**

051 Student Union  
937-775-2552

**Student Legal Services**

015 Student Union  
937-775-5857

**Office of Latinx, Asian, and Native American Affairs**

154 Millett Hall  
937-775-2798

**Bolinga Black Cultural Resources Center**

140 Millett Hall  
937-775-5645

**Counseling and Wellness**

053 Student Union  
937-775-3407

**Disability Services**

180 University Hall (Staff & Test Proctoring Center)  
127 Allyn Hall (Technology Center)  
937-775-5680

**Office of LGBTQA Affairs**

011 Student Union  
937-775-4611

**Veteran and Military Center**

131 Allyn Hall  
937-775-5550

**Women's Center**

148 Millett Hall  
937-775-4524

## Statement on Personal Respect & Harassment

Wright State University strives to create an environment that fosters the values of mutual respect and tolerance and is free from discrimination based on race, color, national origin, national ancestry, sex, pregnancy, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Certainly harassment, in its many forms, works against those values and often corrodes a person's sense of worth and interferes with one's ability to participate in university programs or activities. While we are committed to the free exchange of ideas and the full protection of free expression, we also recognize that words can be used in such a way that they no longer express an idea, but rather injure and intimidate, thus undermining the ability of individuals to participate in the university community.

Therefore, it is essential that members of the university community, including those who serve in the mentor program as a university-related-off-campus activity, function effectively and justly when exposed to ideas, beliefs, values, personal characteristics, and cultures that are different from our own. Incidents of harassment jeopardize the proper functioning of the Wright State Community and, therefore, the university takes all claims of harassment seriously.

Harassment is the creation of a hostile or intimidating environment, in which conduct, because of its severity or persistence, is likely to interfere significantly with an individual's life by affecting a person physically or emotionally. Such harassment will not be tolerated. This harassment could be uninvited or unwelcome verbal, physical, or visual conduct. Harassing conduct is often, but not always, in reference to an individual's or a group of individuals' sex, gender identity, race, color, economic status, class, religion, culture, national origin, citizenship or veteran status, ethnicity, sexual orientation, position, age, handicap, or disability.

In circumstances where an individual feels that he or she has been harassed, the University provides several channels of communication, information, and an informal or formal complaint resolution process. Persons or groups who believe that they are victims or have been negatively impacted by such harassment are encouraged to promptly report the incident to the Professional Mentoring Program Coordinator.

The College of Liberal Arts is home to courses, majors, minors, and certificates in the fine and performing arts, the humanities, and the social sciences. We also offer exciting interdisciplinary programs. Whether students are interested in exploring something new, adding a crucial skill set, or majoring in something they love, they will find a match in Liberal Arts.

### **Departments and Schools**

- Art and Art History
- Communication
- English Language and Literatures
- History
- Modern Languages
- School of Music
- School of Public and International Affairs (SPIA)
- Religion, Philosophy, and Classics
- Social Work
- Sociology and Anthropology
- Theatre, Dance, and Motion Pictures

### **Interdisciplinary Programs**

- African and African American Studies
- Crime and Justice Studies
- International Studies
- Liberal Studies
- Social Science Education
- Women, Gender, and Sexuality Studies

### **Graduate Programs**

- Applied Behavioral Science
- English Language and Literatures
- History
- Humanities
- International and Comparative Politics
- School of Music
- Public Administration
- Social Work

A liberal arts education at Wright State will teach students how to find, analyze, manage, and evaluate pertinent data, recognize good sources, eliminate bad arguments, develop a code of ethics, and understand that everyone is not like them. They will learn how to communicate well in written, oral, visual, and electronic formats, articulate and support a point of view, solve problems, learn from the past, and understand context. They will apply creativity, cultivate curiosity, and exercise discipline. They will be ready for the workforce as creative thinkers. They will learn how to reinvent themselves and acquire new knowledge. The liberal arts provide the framework for crucial skills needed to adapt to the ever-changing environment of the 21st century. And once they own these essential skills, what will they do with them? The sky's the limit. The liberal arts prepare you to do well in any career path you choose.



# WRIGHT STATE UNIVERSITY

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[www.wright.edu/colamentoring](http://www.wright.edu/colamentoring)



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