MENTORSHIP PROGRAM

University of Louisiana Monroe

Mentor Handbook

Mission

The University of Louisiana Monroe Mentorship Program connects students to alumni and career professionals who seek to nurture their mentees' personal and professional growth by: support and accountability, creating pathways to achieve set goals, and supporting the university's efforts in preparing career-ready graduates.

Published by: ULM Career Center

MENTOR RESPONSIBILITIES

AREAS OF MENTORSHIP

Life Skills:

These are skills that are highly important both professionally and personally. Mentorships that focus on skills development help the mentee learn specific skill sets in order to develop him or herself and add value to the progress on his or her career path.

Skills needed to be successful are endless, but here are a few recommended focus areas:

- Emotional Intelligence- the ability to identify and manage your own emotions and the emotions of others
- Initiative- taking the opportunity to act or take charge before others do
- Time Management- planning and exercising conscious control over the amount of time spent on specific actt

Career Exploration and Self-Awareness:

Networking:

HOW TO BECOME A MENTOR

1. Meet all of the following criteria:

4. All matched Mentors and Mentees will attend the mandatory ULM Mentorship Program Orientation. Both the Mentor and Mentee will attend the mandatory ULM Mentorship Program Orientation in person or via Zoom. During orientation, participants will learn more about the details and expectations of this program.

STATEMENT ON TITLE IX

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex in all areas of education programs and activities such as admissions, financial aid, housing, facilities, scholastic, intercollegiate, club and intramural athletics.

Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX.

ULM is committed to ensuring all students feel safe and have the opportunity to benefit fully from education programs and activities.

ULM has adopted policies and procedures to be in compliance with the federal and state requirements related to the Title IX Act, the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination (SAVE) Act.

If the university is notified of sexual harassment or violence, we will:

MENTOR CONSENT FORM

I wish to participate as a Mentor in the ULM Mentorship Program and therefore agree to the following:

I understand and commit to completing the program during the Fall 2021 and Spring 2022 semester or during the Fall 2021 semester only. If I cannot continue my mentoring relationship for any reason, I will notify Victoria George, ULM Mentorship Program Director.

I agree to meet with my Mentee at least twice a month via Zoom (or any other form of video conferencing) or face-to-face (practicing COVID safety protocols). Email communications do not count as a full meeting.

I understand that it is the responsibility of my Mentee to prepare an agenda and initiate contact for each meeting. I may contact my Mentee If I have not heard from him/her for several weeks. If my Mentee is still unresponsive, I will contact the Program Director.

I will frequently review and use the ULM Mentorship Handbook as a reference guide.

I will adhere to the Title IX Policy (sexual harassment) and Mentor Consent Form agreements.

I understand and accept the possibility that I may not be matched to Mentee. Submitting an application does not guarantee admittance into the program.

I will adhere to my responsibilities as a mentor as noted on pg. 3 of this document. Failure to do so could result in my dismissal from the program.

I understand and accept that I must attend the mandatory ULM Mentorship Program Orientation.

I understand that meetings between Mentors and Mentees shall be conducted in a professional setting. It is permissible to attend a meal or social networking opportunity together, but the purpose of the meeting shall always remain professional and social distancing practices will be enforced.

I agree to hold harmless the University of Louisiana System, The UL Board of Supervisors, the University of Louisiana Monroe, and the State of Louisiana for any and all liability, responsibility, claims, and demands which arise or thereafter arise from any accidentals in relation to the program.