University of Louisiana Monroe

Mentee 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.

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MENTEE HAN

D[illegible]ING P[illegible]

A Me[illegible]dividual with expertise who can h[illegible] the career of a Mentee. A Mento[illegible]*wo primary functions* for th[illegible] Mentee:

1. The [illegible] establishes [illegible]
   Men[illegible]ch who provides advice t[illegible]
   e[illegible] Menteeós professional [illegible]e and development.
2. The [illegible] establishes [illegible]
   Mentor[illegible]el and support system [illegible]entee.

Both pr[illegible]it [illegible]licit lessons relat[illegible]
to prof[illegible]velop[illegible]kîlife b[illegible]

[illegible]ced and [illegible]viser.

[illegible]nced perso[illegible]pany

[illegible]l institution [illegible]and

[illegible]w employees [illegible]s.

[illegible]erson who is advised, traine[illegible]
[illegible]or counselled by a mentor.

[illegible]lationship in whi[illegible]
[illegible] Mentee in [illegible]
[illegible]
[illegible]the str[illegible]
Program. A Mentor wi[illegible]
to challenge his or her Mentee in identifying a course of action to reach his or her goal(s). The focus is on learning the skills necessary for the path ahead.

A Mentor and Mentee will work together in partnership to foster meaningful conversation rich with integrity. The quality of the mentoring relationship is driven by the Mentee.The Mentee has an essential and active role to facilitate the professional relationship.

BENEFITS OF MENTORSHIP

- support in attaining skills, knowledge, insight, and cultural awareness
- encouragement for faster learning and growth ï both personal and professional
- increases confidence
- access to role models

MENTEE RESPONSIBILITIES

- It is your responsibility to set each meeting time with your Mentor, prepare an agenda and any other pre-meeting work. Make sure to show up on time and be purposeful with your meeting.
- Goals and expectations should be establishe

AREAS OF MENTORING

- About 80% of jobs are not advertised, so relationship building and connecting with people is vital for professional gain. The relationships built now can be beneficial for the rest of your coll

FIRST MEETING GUIDE

As the Mentee, it is your responsibility to establish the relationship. Remember, the quality of the mentoring relationship is driven by you.
You should be prepared to guide each meeting.

S.M.A.R.T GOALS

Career/Professional Goals:

Actions:

Personal Goals:

Other Goals:

AGENDA

Date: Time:

Update: Report on activities since last meeting.

Update: Provide feedback to your Mentor about the usefulness of his or her advice.

Today's topics to be discussed: Be prepared--draft questions and topics.

Next meeting: date, time, and place.

Note any topics you would like to defer or continue discussing at the next meeting.

JOURNAL ENTRIES

Re

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Date:	Time:
I.	Update: Report on activities since last meeting. Update: Provide feedback to your Mentor about the usefulness of his or her advice.

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TITLE IX POLICY

About Title IX Policy and Resources:

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:
1. Take immediate and appropriate steps to investigate the incident
2. Take prompt action to end the harassment and resolve the situation
3. Take appropriate steps to prevent recurrence of future incidents

To file a complaint of harassment, discrimination, sexual misconduct, sexual assault, dating violence, stalking or retaliation complete Complaint Reporting Form found online at: http://www.ulm.edu/titleix/.

Confidential Advisors are available to help and can be found online at: http://www.ulm.edu/titleix/confidential.html. Confidential Advisors are designated individuals who have been trained to aid a person involved in a sexual misconduct complaint in the resolution process as a confidential resource.

To file an appeal to the "Charges" and/or "Sanctions" for Harassment, Discrimination (including Sexual Misconduct), and Retaliation complete the Appeal Form online at: http://www.ulm.edu/titleix/index.html. Students or employees without computer access to file an online complaint may file a written complaint and forward to:

Title IX Coordinator
Treina Landrum
Library Suite 612
(318) 342-5215
landrum@ulm.edu

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal
access[illegible]edu/[illegible]

[illegible]loofsipoyomw[illegible]

MENTEE CONSENT FORM

I wish to participate as a Mentee 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 Mentor 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 my responsibility to prepare an agenda and initiate contact for each meeting.

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

I will adhere to ULM Title IX Policy (sexual harassment), ULM Student Policy Manual, ULM Mentee Acknowledgement of Rules, ULM Mentee Personal Vehicle Waiver, ULM Mentee Medical Liability Waiver, and ULM Mentee Consent Form agreements.

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

I will adhere to my responsibilities as a Mentee as noted on pg. 3 of this document. Failure to do so could result in my dismissal of 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 conduct i4o

ULM MENTEE PERSONAL VEHICLE WAIVER

ULM students dri

ULM MENTEE MEDICAL LIABILITY WAIVER

I attest that I am participating in the ULM Mentorship Program on my own free will and I hereby release the University of Louisiana Monroe, its faculty and staff, my Mentor and Mentor's workplace from any and all responsibility or negligence of any nature whatsoever. No binding special relationship exists between myself, faculty