

Mentoring Program 2021/22

Mentor Toolkit

Mentoring Program Mission

The Center for Entrepreneurial Studies seeks to promote the entrepreneurial mindset and provide resources to students at any level of interest in entrepreneurship

Program Goals

The Center for Entrepreneurial Studies Mentor Program's goals are to provide students with guidance in starting a business or with careers that can help them enhance their entrepreneurial skillset.

The ES Mentoring Program is open to junior, senior, and graduate Rider students who are committed to forging strong, reciprocal relationships.

Expectations

It is important that participants commit themselves to the mentoring program and place high value on mentor/mentee relationships. Participation in this program is both an honor and a responsibility. The contributions and commitment of both the mentor and mentee are critical to the quality of this experience for both.

Minimum participant requirements

If at any time you (mentor or mentee) determine that you cannot continue with your participation in the mentoring program, please notify the program director soon as possible.

Mentees:

- Rider student, in sophomore, junior, senior or graduate year, in good standing
- Complete an application and interview process with members of mentoring committee
- Attendance at mentee meetings and semester-end mixer
- A minimum of six contacts (via email, telephone or in person) from October to the end of April with a minimum requirement of two face to face contacts
- Complete an interim and final assessment

Mentors:

- 10 years since graduating, however, 5+ will be considered based on the caliber of professional and/or personal life experiences
- Attendance at semester-end mixer
- A minimum of six contacts with your mentee (via Zoom, email, telephone or in-person) from October to the end of April with a minimum requirement of two face to face contacts. *Face to face meetings should follow Rider CoVid protocols in which both participants are masked if meeting indoors.
- Be willing to listen to your mentee's questions and concerns and share thoughts, guidance and perspective regarding life beyond Rider
- Complete an interim and final assessment

Program Guidelines

1. Purpose: Both parties must take the relationship seriously, make it a priority, and outline clear goals to be accomplished during the relationship
2. Communication: Both parties must understand that communication is two-way. They must also meet in a method both prefer, whether it is in person, by phone, text, or email.
3. Trust: Both parties must agree to keep confidential information confidential and understand that trust is built through honesty and follow-up.
4. Process: Both parties must make an effort to ensure that meetings and other interactions move along at a good pace.
5. Progress: Both parties must identify goals of the mentorship experience and actively work to build the competencies needed to reach those goals. They must also agree to acknowledge the interim mileposts that signal achievement toward those goals.
6. Feedback: Both parties must provide constructive and honest feedback and ensure that the feedback is acted on.

Crisis Intervention Policy

As a mentor, it is required that you contact Ron Cook immediately if your mentee confides that they are suicidal, have experienced potential sexual or physical assault or abuse, or poses an imminent risk of harm to themselves, or to others.

Interaction between Mentor and Mentee

Initial Contact:

Mentee should ideally make initial contact with their mentor within one week of introductory email to discuss schedule, meeting and expectations. However, please note that some mentees are nervous and can be intimidated. In some instances, the mentor may take the lead and initiate first contact with the mentee.

Ongoing communication:

Please determine the following for your relationship (preferably at the first meeting):

- What form of communication (email, Zoom, phone, text) works best for you?
- How frequently will you connect with one another?
- What is a reasonable response time for a communication follow up?
- Are there specific days/times that work better for you to communicate?
- What degree of formality do you prefer to practice in this mentorship relationship?

To avoid miscommunication due to busy schedules and competing priorities, please let your mentee know if you will be unreachable for extended periods of time (1 week or more).

Meeting suggestions

First one-on-one meeting:

Share your contact info, review the mentee's goals and timeframes, and establish norms for your mentorship relationship.

Mentor can:

- Help shape and refine mentee goals.

- Discuss your current job responsibilities and what your workday looks like.
- Share your career pathway/s.
- Discuss the necessary academic and personal preparation needed for your career.
- Share obstacles you need to overcome to achieve success and the skills required to be successful.
- Share your tips for networking and continued professional development.
- Discuss involvement with professional groups/organizations and how they have impacted your career.
- Talk about your work-life balance, approach to stress-relief, mantras, and more.

Suggested Mentor/Mentee Activities

- Review your mentee's resume and/or LinkedIn profile to offer them constructive feedback.
- Meet your mentee for lunch where you can talk about your everyday workday challenges practitioners encounter in their work.
- Bring your mentee into a staff or project meeting at your workplace.
- Invite your mentee as your guest at a professional chapter meeting or networking event.
- Recommend professional development resources to your mentee- books, articles, podcasts.
- Meet for coffee to talk about resources, challenges, successes, and more!

Evaluation and assessment

- In December, mentors and mentees will complete an interim survey.
- In May, mentors and mentees will complete a program evaluation survey.
- CES will use the information obtained through these evaluations to improve the mentor program for future mentors and mentees.

Rider Liaisons

Ron Cook

As director, Ron Cook will be responsible for:

- Serving as a steward of the program.
- Working with the Program Coordinator to facilitate relationships and be in charge of administration and assessment of the program.
- Contacting a Rider liaison if issues arise within mentor/mentee pairs. Liaison will work to resolve any issues including, but not limited to, scheduling, re-assigning pairs or withdrawal from the program.
- Documenting issues and resolutions of mentor/mentee relationships

Robert Trinneer

As program coordinator, Bobby Trinneer will be responsible for:

- Managing correspondence between mentors, mentees, staff, faculty and supporters.
- Planning and scheduling mentor/mentee events, meetings, workshops, and/or other opportunities for members.
- Maintaining organization records including contact information, attendance, correspondence, evaluation data, photographs, and other information as needed.
- Bringing issues from mentors, mentees or staff/faculty to the attention of the CES Director.
- Conducting, assessing and reporting on evaluation feedback related to the program.