



**Transylvania University
100 Doors to Success**

Mentee Handbook

“Mentoring is a brain to pick, an ear to listen,
and a push in the right direction.”

--John C. Crosby

Introduction

100 Doors to Success is a program intended to create and foster professional mentor/mentee relationships between alumni, board members and/or friends of the University with current students. The purpose of this mentoring relationship is to:

- Assist in preparing our students for the adjustment to professional life;
- Help to raise student awareness about the value of a liberal education in professional life; • Help students think creatively to find meaningful careers that carry forward their liberal arts education;
- Encourage students to keep an open mind and explore the many possibilities for careers and professions, some of which they may not be aware;
- Assist students in building a professional network to help navigate their way in the workforce.

What is a Mentor?

men•tor *noun* \men•tôr, -tər\ a mentor is someone who teaches or gives help and advice to a less experienced and often younger person. (Merriam-Webster)

History of Mentoring

Mentoring can be traced as far back as ancient Greece. In Homer's *Odyssey*, the king of Ithaca, Odysseus, must leave his home to go fight in the Trojan War, so he entrusts his son, Telemachus, to his friend Mentor to care for and guide him while he is gone. After the war's end, Odysseus wanders for 10 years trying to return home, and Telemachus goes in search of him. The goddess Athena then assumes the role of Mentor to accompany and guide Telemachus on his journey.

Just like Telemachus, we encourage you to have multiple mentors over the course of your career and lifetime. At different stages of your journey, you will have different needs, and therefore your mentors may change as your needs change. Eventually, you may also become a mentor to others.

The Role of the Mentor

For the purpose of *100 Doors to Success*, your mentor's role will be to help guide you in your personal and career development while in college. You will still work with your academic adviser regarding course selection and preparation, but your 100 Doors mentor will serve as an additional sounding board for you as you progress. He/she will serve as a resource and facilitator, but not as a replacement for your adviser. Do not expect your mentor to have all of the answers, solve your problems, or make decisions for you. Rather, you should view your mentor as someone who has been where you are, and can help you to get where you want to go.

Why Have a Mentor?

A good mentor can help you set personal and professional goals by:

- Sharing the wisdom of his/her experience;
- Helping you to network and possibly sharing his/her contacts with you;
- Serving as a sounding board;
- Helping you create a plan for achieving your goals;
- Taking a vested interest in your success.

Just about everyone has a mentor at some point in life. Below are some examples of some famous mentor relationships, both fictional and nonfictional, that may resonate:

- Luke Skywalker by Obi-Wan Ben Kenobi (*Star Wars*)
- Socrates by Plato
- Henry David Thoreau by Ralph Waldo Emerson
- Harry Potter by Professor Dumbledore

Who Will Your Mentor Be?

100 Doors to Success was designed to be an alumni mentor program, and the majority of the mentors in the program will be Transylvania alumni. However, we also have members of the faculty, staff, Board of Trustees, and Lexington community who have a vested interest in the development and success of our students who have signed up to be mentors.

How Are Mentors and Mentees Matched?

Both mentors and mentees will complete a profile which will then be used to help make the mentor pairs. Mentors are able to work with up to three mentees, but mentees will only be assigned to one mentor per mentoring term.

What are the Requirements?

All students who enroll in the program will be asked to:

- Create an updated resume to give your mentor at your first meeting.
- Attend a training workshop.
- **Initiate and maintain monthly contact with your mentor.**
- **Check and respond to email and texts in a timely fashion.**
- Receive feedback and participate in self-reflection
- Complete an evaluation at the end of the term.

Participating in a mentoring relationship requires time, energy and commitment. It is not something to be entered into lightly. While the benefits are great, if you do not have the time to invest at the moment, it is far better to wait than to back out after a mentor has already invested his/her time and energy into you.

The Stages of Mentoring

Mentoring relationships typically have three distinct stages, each of which requires a different focus. In the beginning, you and your mentor will get to know one another, set goals for the relationship, and agree to expectations. The middle stage is an ongoing process where you will review and revise goals, create action plans, and reflect on what you are learning and achieving. This stage is a period of sustained growth and relationship development. The end stage is one of evaluation and celebration of accomplishments. At this point, the mentoring relationship must be redefined.

Stage 1: The Beginning—Getting Acquainted & Setting Expectations

The first stage of mentoring is all about establishing a rapport and getting to know each other. Below are some questions/topics to help you get started:

Establishing a Rapport

1. Discuss your background and exchange bios/resumes/curriculum vitae with your mentor.
2. If you have had a mentor before, share that experience and what you learned.
3. Share why you chose Transylvania.
4. Talk with your mentor about your personal and professional goals. If you are unsure, share that, as one of your goals may be “finding a direction”.

Setting Expectations/Ground Rules

1. Why did you choose to participate in the 100 Doors Program?
2. What do you wish to gain from this experience?
3. Discuss confidentiality and what it means to both of you.
4. Clarify expectations for meetings—i.e. when, where, and for how long you will meet.
5. Clarify expectations for correspondence in between meetings—is it okay to contact your mentor in between meetings? If so, when and how, (personal email, work email, during business hours, etc.).

Academic/Professional and Co-curricular Exploration

1. Have you thought about a major? What about this subject interests you? What other subjects are of interest?
2. Share what classes you have taken thus far. Which professors have made an impact on you?
3. What organizations have you joined/thought about joining so far?
4. Share your thoughts on the value of the liberal arts.
5. What would your dream job/career be? What is appealing about it? Do you have any experience in this area?
6. Have you thought about any alternate career paths?
7. Have you taken any career or interest assessments? What were the results?

Stage 2: The Middle (Cultivation Stage)—Goal-Setting and Action Planning

The second stage of mentoring focuses on setting goals and creating action plans that will help to achieve the goals discussed in stage 1. Your mentor can help you to set goals by using the SMART model:

- Specific
- Measurable
- Achievable
- Realistic
- Timely

Stage 3: The End—Celebrating Accomplishments and Evaluation

The final stage of mentoring is a time of reflection for both you and your mentee.

- What lessons were learned?
- What were the greatest challenges?
- What goals were accomplished?
- How will you use the information/knowledge gained moving forward?

At this time it is also important to redefine your relationship and set new ground rules or boundaries for any future interaction. You will also want to thank your mentor for his/her time.

Preparing for your Mentor Relationship

Create a Resume

If you do not already have a resume, you should create one to share with your mentor at your first, or an early, meeting. You can visit the Center for Academic and Professional Enrichment for assistance on developing your resume. The Center is located in Old Morrison, room 107. Make an appointment at <https://transy.joinhandshake.com>. [Resume Writing Guide](#)

Self-Reflect

Before you meet with your mentor, think about what you would like to learn from him/her. Some ideas to help you get started are:

- Resume critique
- Choosing a major
- Professional/career exploration
- Interviewing tips
- Networking

- Graduate or professional school preparation
- Making the most out of college
- Time management

Remember, it is okay if you do not have a specific career or major in mind right now. Your mentor may have been undecided as well and may have some advice for you.

It may be the case that you have never had a mentor before, and aren't quite sure what you need from the relationship. Rest assured that your mentor will appreciate knowing this in the beginning, as the focus of your partnership may be to help you to get focused and start creating a vision.

"If you cannot see where you are going, ask someone who has been there before." — J Loren Norris

Professional Etiquette

As you begin the program, remember that mentors are professionals who are volunteering their time. You will want to make a great first impression as you are a reflection not only of yourself, but of Transylvania.

Communicating with your Mentor

There are various ways in which you can communicate with your mentor, including:

- Email
- Text
- Phone
- Social Media
- Zoom
- Meeting in person (following CDC guidelines during pandemic)

Effective Communication

In person or on the phone, you can use voice modulation, facial expressions, and hand gestures to convey meaning. Because those cues are absent in writing, written communication is a skill and an art. Therefore, it is important that your emails are thoughtful and professional.

Email Tips

1. **Subject Line**—keep your subject line clear and purposeful.
2. **Revise**—your email is a reflection of you, and if it is full of typos, grammatical errors, etc., it will not make a positive impression.
3. **Refrain from Slang**—remember this is a professional message, not an informal communication with your friends.

4. **Include Contact Information**—your mentor may wish to respond to your email in another way, so be sure and provide your phone number in the message.

Phone Tips

1. **Introduce yourself**—when contacting your mentor via phone, be sure to introduce yourself and state the purpose of your call. The same is true when answering your phone. It is always a good idea to state your name when answering a call rather than just saying “hello”.
2. **Voicemail**—be sure you have personalized your voicemail greeting with your name and voice, rather than the computer generated message.
3. **Texting**—texting is an informal mode of communication and should only be done if your mentor says it is okay.
4. **Smile**—when talking on the phone, be sure and smile, as it will come through in the tone of your voice.

In-Person Meetings with your Mentor

When meeting in person with your mentor, it is important to take the meeting seriously. As a reminder, your mentor is volunteering his/her time to help you, so you want to show respect and make a positive impression.

1. **Arrive early**—make sure to arrive at least 5-10 minutes early. You never want your mentor to arrive before you do and have to wait on you.
2. **Dress appropriately**—if you are meeting during the day, it is likely your mentor will be dressed in formal business attire. While it is not necessary for you to do the same, it is important that you are appropriately dressed for the venue. If your mentor is meeting you here on campus, he/she will understand you are a student and will not expect you to be dressed up. However, it is still important that you are dressed “smartly” and appear well-groomed. When in doubt, dress one level above what you think is appropriate.
3. **Turn off electronics**—make sure you turn off your cell phone and put it in a place where it will not be a distraction.
4. **Greet your mentor**—since you will be the first one there, when your mentor arrives, stand up to greet him/her.
5. **Be prepared**—always have a list of questions or topics you would like to discuss with your mentor. You may also want to bring a small notebook to write down thoughts as the meeting progresses.

Mentee Resources: Sample First Meeting Agenda

I. Introductions

- Share bios/resumes/CV's
- Share your connection to Transylvania
- Develop a rapport by discovering points in common and shared interests

II. Mentoring Discussion

- Discuss what mentoring means to you
- Share previous experiences with mentoring (if any)

III. Expectations

- Clarify what you hope to gain from this experience
- Clarify when and how often you will meet
- Clarify who will be responsible for initiating and arranging meetings

IV. Boundaries

- Discuss what, if any, topics are off-limits
- Discuss any time constraints
- Clarify your availability for communication between meetings and in what form, if any, that should take
- Discuss confidentiality

Questions? Concerns? Issues?

Contact Tracy Dunn at 859-233-8148 or tdunn@transy.edu.