

LEADERS IN ACTION: MENTORSHIP PROGRAM

ALUMNI MENTOR MANUAL

INTRODUCTION

THANK YOU for becoming a mentor!

As a Western Carolina University Alumni mentor, you are a motivator, resource, and supporter. Becoming a mentor means utilizing your educational and professional experiences to help your mentee navigate their way to success. A successful mentorship is built on respect, trust, and professionalism.

Alumni Mentors will be paired with a current WCU student enrolled in the Leadership Minor program. Mentors will meet three times throughout the semester to discuss topic suggestions listed on page 2-3. We will also have a culminating reception at the end of the semester.

WHAT WE EXPECT OF OUR MENTORS:

- Build a good relationship and engage with students in conversation regularly
- Collaborate with mentee to set realistic goals
- Motivate mentee by expressing confidence in their abilities
- Encourage mentee to step outside of comfort zone
- Be a resource to the mentee
- Advise the mentee on how to develop professional contacts
- Introduce mentee to new people, places of interest, and opportunities

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Letter from Alumni Engagement



Welcome

Thank you for serving as an Alumni Mentor. It is important to us to help college students as they begin their transition from student to alumni. Part of that process is finding mentors who can help them along the way. We know that as WCU Alum, you will have a unique perspective and offer insight that your mentee will need and be forever grateful for. Being able to give back to your alma mater is also so valuable and we are grateful for your time and expertise! Please reach out if you have questions, we are here for you! Again, thank you!

Tenisea Higgins,
Assistant Director; Students & Young Alumni Engagement

Conversation Starters

Meet-Up 1: September

INTRODUCTIONS & RELATIONSHIP-BUILDING

- Get to know each other- share stories and talk about your WCU experience
- Set expectations for your mentor/mentee relationship
 - Talk about the structure of your mentorship
 - What is your preferred way of communicating?
 - How often do you expect to talk/email/zoom?
 - Can we consider creating a monthly communication schedule?
 - Can we discuss tangible goals for our relationship and what we each hope to gain?
- Goal-Setting
 - Based on what your mentee wishes to accomplish, set goals for the semester that you can help them achieve.
 - What time and resources are needed to achieve these goals?
 - Think about strategies for next steps.

Meet-Up 2: October

MID-SEMESTER CHECK-IN

- Check-in: how are things going so far? Discuss any highs or lows.
- What obstacles are you running into so far?
 - How can we work together to remove any current obstacles?
- How is your LEAD e-Portfolio coming along? Anything I can provide feedback on?

Meet-Up 3: November

REFLECTION ON THE SEMESTER

- Reflect on mentorship: things you've both learned
- Reflect on goals: how has the mentee grown?
- Talk about the future: what will your next steps be? Will you stay in touch? (formally, informally, etc.)
- Attend reception to meet in person!

End of Semester Celebration: December

SAVE THE DATE

- Date: Thursday, December 7, 2023
- Time: 3:30-5:00pm
- Location: Western Carolina University

Goal Setting

Have your mentee indicate their level of interest in the following activities:

Ratings- Low (L), Medium (M), High (H)

- Gain insight into the mentor's academic experiences
- Introduction to colleagues or contacts
- Review of mentee's resume/cover letter
- Attend a professional meeting or program with mentor
- Develop interviewing skills
- Discuss internship and/or graduate school options
- Discuss time management
- Shadow the mentor
- Other

Use this survey as a starting point for goal setting.

Find the second part on the next page.



Goal Setting

Use the previous survey to set attainable goals for your mentorship. Be sure to list 2-3 action steps that will act as the catalyst for the goals.

GOAL 1:

GOAL 2:

Action Steps:

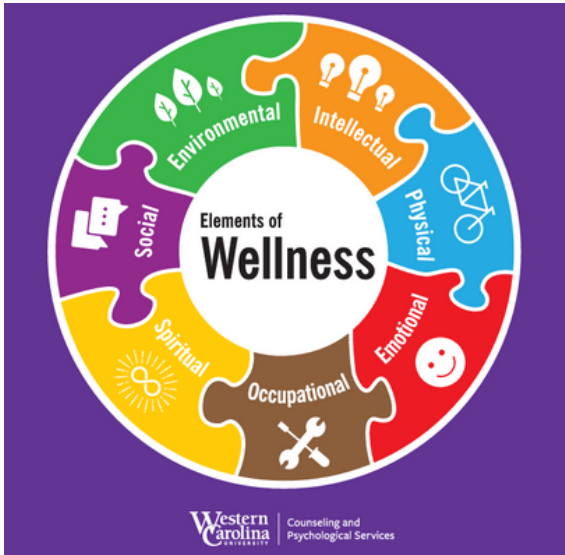
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- 3.

Action Steps:

- 1.
- 2.
- 3.



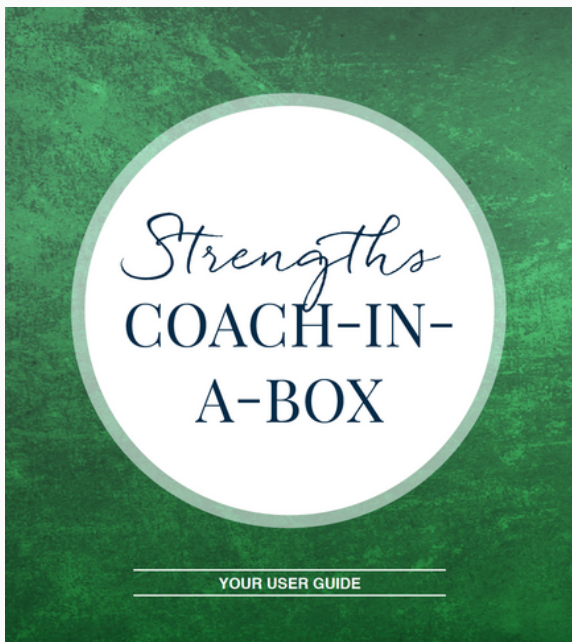
Resources



WCU Counseling & Psychological Services Link [HERE](#)

Student Resource Guide Link [HERE](#)

Department of Human Services
Student Resource Guide
College of Education and Allied Professions



Strengths Coach-in-a-Box Resource [HERE](#)

Resources

For Mentors: Good Questions to Ask Your Mentee

Mentoring asks that mentors be skilled in the art of asking thought-provoking questions, active listening, providing objective feedback, and helping mentees learn how to be reflective. One of the best ways to do this is to develop a toolkit of key questions that you can ask as mentees embark on and complete growth experiences. These experiences might include: study abroad, internships, volunteering, leadership opportunities, and/or exploring personal values and strengths. Additionally, asking and considering good questions allows both a mentor and mentee to have deeper, more intentional conversations.

Here is a brief list of questions you might consider asking and/or adding to your mentor toolkit:

- What is your goal? What do you hope to achieve from this experience?
- How will you be different at the end of this experience?
- What steps can you take to achieve that goal?
- What skills or knowledge do you hope to gain from this experience?
- What do you think will be the most challenging for you?
- What do you think will be the most rewarding for you?
- What are you the most worried about/afraid of?
- How well did you accomplish your goal?
- What did you learn?
- How can you use that new knowledge, skill, ability in the future?
- What was the most challenging for you?
- What was the most rewarding for you?
- What did you learn from facing that challenge?
- What did you learn from that success?
- How are you different now than you were at the beginning?
- Who were the most important people that you met, and why?
- How can you describe this experience and what you have learned to an employer or graduate school?

Stay Connected



Dr. Dustin Evatt

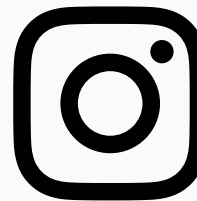
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WCU Alumni Association
WCU Young Alumni Group

