

# **University Minority Mentor Program**

2007-2008 HANDBOOK



University Minority Mentor Program  
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## UMMP 2007- CALENDAR

### August

20 Program Assistant Orientation  
21 Mentor Orientation  
22 Match and Mingle  
23 Classes Begin  
(Weeks of Welcome Events August 18-Sept. 30)

### September

6 Cluster Meetings  
22 Gator Plunge (UF Volunteer Day)

### November

30 End of the Semester Get together

### January

TBA Women's Basketball Game and Dinner

### February

7 President's Reception

### March

TBA Ice cream study break

### April

10 Closing Ceremony

***“But always the mentor appears near the outset of the journey as a helper, equipping us in some way for what is to come, a midwife to our dreams.” - Bruno Bettelheim***

- ❖ Attend other events held at the Reitz Union including speakers, art openings and cultural celebrations. See [www.union.ufl.edu/stufftodo/](http://www.union.ufl.edu/stufftodo/)
- ❖ Visit Lake Wauburg and take your mentee canoeing, picnicking, or to play various sports.
- ❖ Visit the Astronomy Teaching Observatory at [www.astro.ufl.edu/public.html](http://www.astro.ufl.edu/public.html). With a weekly open house on campus, you can observe the moon, planets, double stars, star clusters, nebulae and other astronomical objects.
- ❖ Volunteer together in the community.

### **Mentoring Gifts**

Mentoring is itself a very generous gift. Mentors should not feel obligated to give tangible presents to their mentees. Time, attention, guidance, and help accessing the University's resources are among the gifts you provide. Nothing more is expected or wanted. If you feel the need to purchase a gift for a special occasion such as a birthday or milestone, here are some gift suggestions that are likely to be appropriate:

- ❖ Something inexpensive yet meaningful
- ❖ Book of interest
- ❖ Framed saying of encouragement
- ❖ Photo of pair
- ❖ A carefully chosen card with a hand-written response thanking or complimenting the person
- ❖ Encouraging note or treat before finals

## **WELCOME**

Dear Mentor,

Welcome to the 2007-2008 University Minority Mentor Program (UMMP)! This program is a valuable opportunity for you to enhance your experience at the University of Florida. As you prepare to guide your student mentees through their first year in college, you yourself are also embarking on a journey that promises rich rewards.

Being involved in a mentoring relationship opens up the opportunity for first year students to deepen their relationship with the University of Florida and to jump start their academic careers by gaining insight and receiving support from mentors. Mentoring can also aid students in their process of self-discovery as they undertake the challenges of the first year of college. For faculty and staff who serve as mentors, UMMP offers a unique way to forge meaningful connections with individual students, potentially making a difference in the lives of these young people while adding meaning to their own lives.

As we all know, successfully completing an undergraduate education is more important than ever for one's future. And yet, the transition to college, and to University of Florida, is not easy for many students. For many of our students, coming to a predominantly white institution of this size can take some adjustment. Some have role models and family members who have been through the college experience but others are the first in their families to be attending an institution of higher learning. This is where you have the opportunity to really make a

difference – by being someone who knows how to navigate this institution, how to balance the many challenges of independent living and academic pursuits, and how to weather unexpected changes, you can serve as an anchor, a guide, and a role model.

UMMP works because you work – you work at making connections, you offer support and guidance, you take the time to enjoy getting to know your mentees, and you continually motivate and inspire each other by example. Thank you for your ongoing commitment to UMMP and to the retention of an excellent, successful and diverse students body the University of Florida! We deeply appreciate the gift of your time and service.

Sincerely,



Tamara Cohen  
Assistant Dean of Students and Director of Multicultural  
and Diversity Affairs

**“Mentors are trusted because they have  
been where we are wanting to go.”**

– Maria Yellow Horse Brave Heart and Judith Bula

## **SUGGESTED ACTIVITIES FOR MENTORS & MENTEES**

- ❖ Engage in lunch meetings discussing different topics including the university, classes, career path, and extracurricular activities.
- ❖ Introduce fellow colleagues and faculty in your department and/or in the department of interest of your mentee.
- ❖ Tour the campus and locate key facilities.
- ❖ Show your mentee some of your favorite places in Gainesville – places they might otherwise never discover.
- ❖ Attend Museum Nights at the Harn Museum on Thursday nights.
- ❖ Get Student Tickets for performances at the Performing Arts Center.
- ❖ Attend events for cultural months: Hispanic Heritage Month in September, Kaleidoscope Month (Asian American) in October/November, Black History Month in February, Women’s History Month and Jewish Awareness Month in March, Pride Awareness Month in April.
- ❖ Attend UF sporting events. See [www.gatorzone.com](http://www.gatorzone.com) for information on all events. Remember, there is a lot more than football, and most of it is free!
- ❖ Attend Gator Nights, every Friday night, free with a valid Gator I ID card. For the week’s film and events see [www.union.ufl.edu/gatornights/](http://www.union.ufl.edu/gatornights/)

## **TEN REMINDERS FOR EFFECTIVE MENTORING**

1. Demonstrate interest, helpful intent, and involvement. When you talk with your mentee, clear your mind of unnecessary thoughts and distractions, so you can give her or him your undivided attention.
2. Establish rapport by learning and remembering personal information about mentees.
3. Begin by focusing on mentee's strengths and potentials rather than limitations.
4. Keep in frequent contact with mentees. Even a short email or phone call can make a big difference.
5. Be available and keep office hours and appointments.
6. Follow up on mentee commitments and goals.
7. Don't be critical of other faculty or staff to mentees.
8. Consistently evaluate the effectiveness of your mentoring and adjust accordingly. Use your cluster leader and the Director of UMMP as resources and sources of support and advice.
9. Be yourself and give your mentee the room to be themselves.
10. Remember that active listening is one of the most important skills of a good mentor.

## **HISTORICAL PERSPECTIVE**

The University Minority Mentor Program (UMMP) began in the fall of 1986 and was originally designed to address the issue of retention of African-American students at the University of Florida. It was initially piloted in the College of Liberal Arts and Sciences and, by the second year, the program was expanded to all seventeen University colleges and schools. Currently, the program serves primarily African-American and Hispanic/Latino students but is open to all incoming students from underrepresented populations at the University of Florida.

The UMMP seeks to personalize the experiences of these first-year students by introducing them to the campus through mentor partnerships that provide guidance for participants. The UMMP is designed to provide a supportive, nurturing and motivational experience which is intended to enhance students' personal and intellectual development.

## **HOW UMMP WORKS**

Over the summer, all incoming students from underrepresented populations at the University of Florida are invited to submit online applications for UMMP. They are asked to reflect on what they are seeking in a mentor and to share information about their academic and other interests and values. This information is used to match students with mentors who also provide information about their areas of expertise, values and interests. Every student accepted into the UMMP program is assigned a mentor. Mentors are generally assigned two student mentees.

At the UMMP Match and Mingle, each mentee works with his or her mentor to create a Mentoring Partnership Agreement which outlines the goals and objectives of the mentoring relationship and the agreements they have about how they will communicate and what to do if any problems arise.

Throughout the student's first year at the University of Florida, the mentor and mentee communicate on a regular basis and meet at least once a month or as often as both determine to be helpful and possible. They also attend UMMP-wide and cluster events together. Mentees are required to submit online documentation once a month about the progress of their mentoring partnership. Mentors are asked to provide similar information once per semester. This helps ensure that the needs of all participants are being met.

### **Clusters**

Every student accepted into the UMMP is assigned a mentor who, whenever possible, has a background in a field of interest of the mentee. All mentors and mentees are grouped into clusters for organizational purposes. Each cluster is directed by a cluster leader who is also a member of the University Minority Mentor Council, which oversees the vision and direction of UMMP. Each cluster is also served by two program assistants who are upper class students, many of whom were participants in the program during their freshman year. This structure is intended to support the fostering of many levels of relationships while also facilitating communication among all participants in UMMP. Cluster groups also provide a peer group for both the mentor and the mentee.

- ❖ The recipient of the mentor's support and nurturing. The mentee is a benefactor of all the resources provided by the council, mentor and program assistant.

### **Responsibilities**

- ❖ Accept mentoring
- ❖ Be open to learning and new experiences
- ❖ Initiate regular meetings with the mentor
- ❖ Arrive promptly to all appointments
- ❖ Return phone calls and emails promptly
- ❖ Take responsibility for personal growth and success
- ❖ Complete the UMMP online progress report once a month
- ❖ Attend and participate in all UMMP activities
- ❖ Keep the mentor informed of academic progress and difficulties
- ❖ Inform the UMMP Director, mentor or program assistant if decision is made to exit program or if any other problems occur

### **Benefits**

- ❖ Expand view of the university
- ❖ Connect with faculty
- ❖ Learn more about fields of interest
- ❖ Increase involvement in various areas of the university
- ❖ Meet students interested in similar fields and from similar backgrounds
- ❖ Establish support system in Gainesville

- ❖ Complete the UMMP evaluations for each semester
- ❖ Attend and participate in all UMMP activities
- ❖ Plan one event per semester for cluster students
- ❖ Initiate regular meetings with the cluster leader, with a minimum of 5 contact hours during each semester
- ❖ Arrive promptly to all appointments and respect your mentor's time as well as your own
- ❖ Return phone calls and emails promptly to ensure efficient use of time

**Benefits**

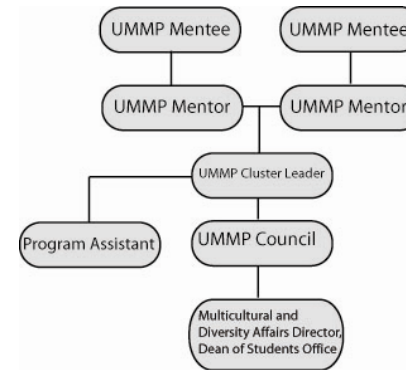
- ❖ Expand personal involvement with various members of the university community
- ❖ Connect with faculty and the university
- ❖ Gain leadership experience
- ❖ Gain insight into University culture, networking opportunities and career exploration
- ❖ Learn valuable programs and skills
- ❖ Add a line of experience to resume

**Mentees**

The mentee is the trainee and self-starter who takes the initiative to guarantee that his/her development progresses by making the most of all opportunities. Mentees are responsible for the time spent with their mentor and the on-going life of the partnership by establishing open lines of communication.

**Roles**

- ❖ Each cluster group consists of:
  - A council member who acts as a cluster leader and disseminates program information to the mentors
  - Student program assistants who serve as cluster leader liaisons to mentees and mentors
  - A group of approximately 15 mentors
  - A group of approximately 30 mentees



***“Mentoring transcends the giving of support to the giving of Self.” - J. Clawson***

## **ROLES AND RESPONSIBILITIES**

### **Council Members**

The Council, which consists of faculty and administrators, provides leadership, administrative assistance and practical strategies for the operation of the program and its development.

#### **Roles**

- ❖ Advisor
  - Familiarize cluster members with the numerous sources and resources located throughout the university community
  - Offer support and direction to assigned mentors and mentees
- ❖ Facilitator
  - Help mentors and mentees make positive and productive connections
  - Be objective when issues arise
- ❖ Leader
  - Generate ideas and procedures that benefit the UMMP program
  - Be an example and motivator to those participating in the program

#### **Responsibilities**

- ❖ To provide leadership, guidance and support to the UMMP's clusters of selected mentors, through planned activities and formal and informal interaction with members of the cluster

### **Application Process**

Program assistant candidates are nominated by Council members or apply to the Director of Multicultural and Diversity Affairs. Each program assistant is required to attend a training session and monthly meetings.

#### **Roles**

- ❖ Leader
  - Set a positive example
  - Take initiative
  - Encourage team work
  - Learn new ideas and concepts
- ❖ Supporter
  - Encourage the participation of the mentee participants
  - Assist the cluster leader
  - Serve as an accessible support person for mentees who might prefer to open up to another student

#### **Responsibilities**

- ❖ Support the cluster leader in acquainting new students with campus life and extracurricular activities
- ❖ Provide research and resource information as requested by the cluster leader
- ❖ Assist with the preparation of written communication for the cluster group
- ❖ Aid in scheduling appointments for students and faculty of the cluster
- ❖ Attend UMMP Cluster Group Meetings and all activities associated with the program

- ❖ Monitor academic performance of assigned students as possible
- ❖ Making appropriate referrals if at any time the mentor feels that their mentee is in need of assistance beyond the scope of the mentoring relationship.

### **Benefits**

- ❖ Increased connection with other areas of the university
- ❖ Gain respect and recognition
- ❖ Contribute to the development of University students
- ❖ Encourages creativity
- ❖ Enhances your value to others
- ❖ Drives you to set an example, thereby enhancing performance

## **Program Assistants**

The role of the program assistant is instrumental to the smooth operation of the University Minority Mentor Program. The program assistant should invest an agreed upon amount of quality time with his/her cluster leader on a regular basis to support the duties and responsibilities of the cluster.

### **Admission Requirements**

- ❖ Prior knowledge or involvement with UMMP is preferable, but not mandatory
- ❖ Commitment to allocating time to assist with UMMP cluster group needs
- ❖ Participate in UMMP activities and events
- ❖ Meets program GPA requirements

- ❖ To serve as a “Cluster” Leader for a pre-selected number of mentors
- ❖ To offer encouragement and reassurance to mentors and program assistants within a designated cluster
- ❖ To assist the assigned mentor with applicable resources and /or appropriately work through problematic circumstances

### **Benefits**

- ❖ Gain increased respect and recognition from others in the university as individuals who have the ability to identify and encourage colleagues and students
- ❖ Extend their network to other mentors and mentees
- ❖ Contribute to the development of university students
- ❖ Encourages creativity
- ❖ Enhances your value to others
- ❖ Drives you to set an example, thereby enhancing performance.

## **Mentors**

Mentoring is an integral part of the retention activities at the University of Florida and is designed exclusively to provide a mutually satisfying experience for both the mentor and the mentee. Although serving as a mentor is voluntary, specific roles and expectations are required.

## Mentor Traits:

- ❖ Communicator
- ❖ Listener
- ❖ Professional
- ❖ Empathic
- ❖ Virtuous
- ❖ Trusting and trustworthy
- ❖ Enjoys meeting new people
- ❖ Non-judgmental
- ❖ Sensitive
- ❖ Responsive
- ❖ Authentic
- ❖ Open to differences in culture, language, personal background, and learning style
- ❖ Committed to student development
- ❖ Commitment to achievement of diverse students

## Roles

- ❖ Advisor
  - A trusted person who supports a student's development by believing in and supporting the mentee through generosity, advice, resources, research, caring and sharing of experiences.
- ❖ Coach
  - Assist with goal setting
  - Review academic progress
  - Help the mentee develop good study and work habits
  - Create an atmosphere in which mentees can learn from their own and each other's experiences, mistakes, and successes as well as from their mentor's experiences

- ❖ Positive Role Model
  - Mentee can learn what it takes to succeed in the university and beyond by learning how mentors conduct themselves and interact with others
- ❖ Supporter
  - Encourage the participation of the mentee in student organizations, activities and in other service and leadership opportunities
  - Enhance mentee's self-esteem through supportive, nonjudgmental discussions and "pep talks"

## Responsibilities

- ❖ Provide a minimum of 10 contact hours with each assigned mentee during each semester
- ❖ Attend Mentor Orientation and Match & Mingle Reception
- ❖ Attend other group activities
- ❖ Assist assigned students in developing realistic career and academic goals and expectations
- ❖ Provide leadership to enhance assigned students' adaptation and integration to the campus environment
- ❖ Ensure that assigned students are informed of the University Academic Calendar
- ❖ Encourage mentees' personal growth and academic achievement
- ❖ Ensure that assigned students are informed of the college's support services designed to enhance retention
- ❖ Serve as an available resource