

University Minority Mentor Program

2007-2008 STUDENT HANDBOOK

WELCOME

Congratulations on being part of the University Minority Mentor Program! Your application and acceptance into this program are signs that you are starting off your experience at the University of Florida on the right foot. Taking advantage of the opportunity to learn from your mentor can be one of the many valuable ways you set yourself up for success in your first year at UF and beyond. Research has consistently shown that establishing relationships with faculty university administrators is a key component to student success. Most studies of successful leaders over the last 20 years have also identified having a mentor as crucial to the development of their career.

Mentoring is a dynamic process involving a relationship between mentee and mentor, where both are active partners. Your mentor can help you learn more about the field you are interested in, adjust to the University of Florida and figure out how to be a successful and involved student. Your mentor can provide support, encouragement and guidance that is not always easy to find on campus as large as the University of Florida. This packet is meant to help you learn how to get the most out of UMMP. Thank you for your participation. Best of luck at UF!

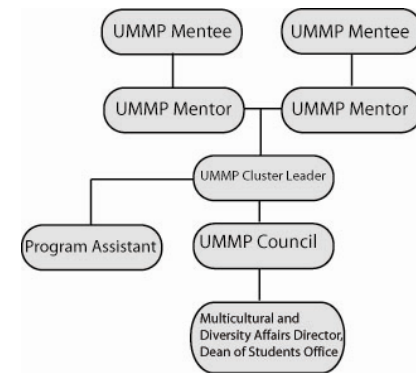
Go Gators!



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

UMMP STRUCTURE

UMMP is designed so that there are many levels of relationship you can establish. While your primary relationship is with your mentor, you will also get to know your mentor's other mentee, your program assistant (who is an upper class student), other mentees in your cluster, and your cluster leader (a faculty member who serves as the Team Leader for all the mentors and mentees in your cluster). All these people are resources for you to learn from and enjoy getting to know.



UMMP EXPECTATIONS

Regular interactions with your mentor are what greatly influence the success of the mentoring relationship. Please read carefully the following expectations for participation in the UMMP Program.

- **Be Teachable**

Be willing to learn new things, obtain another perspective; be responsive to suggestions and constructive criticism. Take cues from your mentor about the level of formality expected in the mentoring

University Minority Mentor Program
 University of Florida
 Peabody Hall
 PO Box 114075
 Gainesville, Florida 32611
 Phone (352) 392-1261 ext.222
 Fax (352) 392-5566
www.dso.ufl.edu/multicultural/ummp/
ummp@dso.ufl.edu

relationship. Learn not only from what your mentor says but from what your mentor does. Your mentor is a role model. Notice how your mentor handles different situations.

- ***Be Appreciative***

Your mentor is volunteering his/her time and has many other responsibilities. Respond in a timely manner to your mentor's questions and comments. Even if it is a short note letting him/her know that you will respond more fully at a future date, quick response is essential.

- ***Initiate***

In order to develop and sustain the relationship, take the initiative to ask your mentor a question, let him/her know what projects you are working on in school, ask about their experiences.

- ***Prepare and Participate***

Remember that workbook you received at Preview? Bring it to one of your meetings with your mentor. Ask your mentor to help you think about what organizations to join; talk to your mentor about your courses, and share any questions about your major or career choices. Ask where to get help when you need it – all kinds of help.

UMMP also develops a schedule of events throughout the school year designed to provide more opportunities for the mentoring pair to interact in a larger social setting. You will find out about these events through email, invitations and through your

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

Women's Basketball Game and Dinner

February

7 President's Reception

March

Ice cream study break

April

10 Closing Ceremony

The materials in this Guide have been adapted from the following sources:
WEPAN MentorNet Web Page: <http://www.mentornet.net> Advisor, Teacher, Role Model, Friend: On being a mentor to students in science and engineering, National Academy Press: <http://www.nap.edu/readingroom/books/mentor/>; Women in Geophysics Mentoring Program Mentee Training and Resource Guide <http://www.mines.edu/Academic/mentor/wgmp/menteeguide.htm>, and http://jacksonscholars.missouri.edu/~mentor_wiki/index.php?title=Being_Mentored:_Mentee_Guide"

Mentee Agreement

Mentee Responsibilities:

A person takes on a lot of responsibility when he or she agrees to be a mentor. As a mentee in this program you will have responsibilities as well. Please consider these as you must agree to meet these in order to participate.

Participation in the program is voluntary. As a mentee you are asked to read the agreement below and sign a copy of it. This copy is your reminder of what you are agreeing to as a Mentee in the University Minority Mentor Program. You agree to:

- To be on time for our arranged meetings
- To agree with my mentor on the appropriate forms and conditions of communication
- To participate in program activities, including meetings
- To try new and beneficial activities with my mentor
- To communicate with my mentor about any change in our meeting arrangements
- To notify my mentor or the Cluster Leader or Program Assistant if I am unable to continue in the mentoring program
- To be respectful of my mentor and others associated with the program
- To complete my online progress reports once a month.

cluster leader and program assistants. Please always try to participate.

- **Evaluate**

We would like to know your ideas and opinions about the UMMP program. It is your responsibility to complete monthly progress reports online about your experience with UMMP. Also, if at any time you wish to discuss the program or your participation, feel free to contact Tamara Cohen, the Director of UMMP at 392-1261 ext. 223 or email ummp@dso.ufl.edu.

DEVELOPING A SUCCESSFUL MENTORING RELATIONSHIP

Get off to a good start

Introducing yourself

Your mentor will be provided with an information sheet compiled from the questionnaire you submitted. Please supplement this with information such as, an overview of your goals for your first year at UF, your career ideas, what you are interested in learning.

Establishing Regular Contact

Contact need not be lengthy, consistency is the key issue. UMMP will send a monthly reminder about upcoming Mentoring events.

Setting Expectations

Mentor and mentees will sign an agreement outlining the general expectations for the program. It is your responsibility to inform your mentor of times which you will not be in contact due to travel or other circumstances. Remember, just as you are busy with school and your personal responsibilities, your mentor is busy at work and personal life. *Even a short email message during hectic times can keep the relationship from fizzling out.*

TOPICS TO DISCUSS WITH YOUR MENTOR

1. What were your Mentor's experiences as a student?
2. What do they know now that they wish they had known as a student?
3. What do each of you hope to get out of participating in this program?
4. Let them know about extra-curricular activities, jobs or hobbies you have or are interested in becoming involved in.
5. Ask your mentor what he/she likes or doesn't like about working in the field they work in, even if it is different from your interests. Ask them to introduce you to other people who are working in the fields that interest you.
6. Find out what your mentor did as a student that helped him/her to become successful.
7. Ask your mentor about his/her career path.
8. Tell your mentor about your own career aspirations and/or questions about your future.
9. Ask your mentor what else he/she thinks you should ask or want to know. This could lead to an interesting discussion!
10. Ask your mentor what they like about living in Gainesville and invite them to share their favorite things to do in Gainesville and at UF.

SUGGESTIONS FOR A SUCCESSFUL MENTORING RELATIONSHIP

1. Discuss honestly and clearly with your mentor the expectations that you both have for the mentoring relationship. It is important that you both understand each other's goals and expectations so that you avoid confusion. Also recognize that the goals of mentoring may change during the course of your time in UMMP; continuous dialogue is important.
2. Establish a comfortable schedule of contact with your mentor. Even if specific questions do not arise, you should stay in regular contact with your mentor, try for at least once every two weeks.
3. Seek advice; do not assume that advice will be offered if not solicited or that your mentor is aware of all your needs.
4. Plan ahead for your meetings, phone calls, and email conversations with your mentor. Share concerns, problems and celebrations with your mentor.
5. Seriously consider the advice given by your mentor. And, share your own experience, intuition, and values to increase your mentor's understanding of your position and perspective. Be an active—not a passive—partner in this relationship.
6. Show appreciation for the time and assistance given by your mentor.