Information for Mentors

YOUR ROLES AND RESPONSIBILITIES
Your story is not everyone else’s story, so…Share. Expand. Understand.

Mentors and mentees meet for about an hour a week (preferably an in-person meeting). Meeting times and activities are arranged by the mentors and mentees. Mentorships last approximately a semester, unless both mentor and mentee wish to extend the partnership.

Your primary role is to support the student by sharing your experience and knowledge as you are comfortable, with the main focus on mentee long-term goals. You are not expected to teach or tutor specific content (for their courses; but can if that is something you are interested in doing), but can guide them to their instructors office hours or CAPS (see below) for content support.

To help provide context to, and define the dynamics of your relationship, we ask mentees about their past experience with mentoring (Mentee Questionnaire on the program website under Student Orientation Materials; “What is your experience with being mentored? AND What other mentors do you currently have and what role do they play for you?”).

Mentees are encouraged to prepare for their first meeting by completing both a SMART Goals and Mentee Questionnaire document (Student Orientation Materials). The questionnaire, in addition to the question on past experience with mentoring, also addresses what they hope to get out of the match and the program for the semester.

It is OK to assign mentees “homework” related to their goals. (See additional optional topics below.) It is also helpful if at the beginning of each meeting you reflect on what you previously discussed, and at the end of the meeting you plan for the next.

Please do not hesitate to reach out if you run out of ideas of what to work with your mentee on. We are here to provide support however you need us. It is also completely acceptable to assign your mentee homework, as long as the two of you discuss expectations surrounding the work.

STUDENT COMMUNICATION EXPECTATIONS
We will make the initial introductions for you and your mentee via email, with both of you included. After that, please make an effort to reach out and personally introduce yourself to get the ball rolling, and we encourage the students to do the same.

We are all busy and can miss emails/calls/texts. So, if you do not hear from your student after you reach out, please reach out one more time. If you still do not hear back from the student, please contact me. Students know that mentors contact me if the mentor does not hear from their student after a week.

Once you let me know that your student has stopped communicating, I will get a hold of your student. My first priority is to make sure the student is okay. Then, I will work with the student to get them back on track with the mentoring program.
NEED A RESOURCE OR SUPPORT?
There are many FREE resources on campus to support students. Many of these can be found on our Survive and Thrive document on the program website, as well as https://allaccess.unm.edu/index.html

Scholarships
Here at ESS Center, Elsa Castilla (elsac@unm.edu) runs our internal and external scholarships for the School of Engineering. Non-SoE students can reach out to https://scholarship.unm.edu/ or their individual departments.

Career Related Issues
We have many guides available on the program website.

Here at ESS Center, Nada Abdel Hack (nabelha@unm.edu) helps students find internship opportunities.

Additionally, at UNM, we have an Office of Career Services that helps students explore majors, write resumes, job search, practice Interviewing, or work on anything else related to "what do I want to do with my life". More info at https://career.unm.edu.

Academic Performance
Here at ESS Center, we have tutors available for most of the course’s students will encounter. More information is on our website: https://ess.unm.edu/services/tutoring/index.html

Additionally, UNM’s Center for Academic Program Support (CAPS) offers support for students with coursework including in-person and online tutoring, mastering learning strategies, writing, etc. More info at https://caps.unm.edu.

Additional Resources
We also have various student resource centers and counseling centers on campus: El Centro de la Raza, African American Student Services, American Indian Student Services, Women’s Resource Center, Veterans Resource Center, LGBTQ Resource Center, Men of Color Initiative, Dream Team, Accessibility Resource Center, Student Health and Counseling, etc.

If your student needs a particular resource, please encourage them to reach out to me so that I can connect them to the appropriate people/places. You can also call or email me to brainstorm about your particular student. A survive and thrive handout is available under Student Orientation Materials on the program website: https://ess.unm.edu/programs/current-students/semester-long-programs/stem-mentoring-program/documents.html

NEED MEETING TOPIC SUGGESTIONS?
One of our mentors, Brandon Carrasco from Unirac, Inc. has graciously provided a timeline he and his mentee created for the semester. We thought this may be helpful for those of you who would like a bit more guidance.
<table>
<thead>
<tr>
<th>Week (Tues)</th>
<th>Focus Topics</th>
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</thead>
<tbody>
<tr>
<td>9/24/2019</td>
<td>Becoming a Professional, Personality Types</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>Discuss Questions, Engineering Career Paths</td>
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<tr>
<td>10/8/2019</td>
<td>Visit Unirac</td>
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<tr>
<td>10/15/2019</td>
<td>Resume and LinkedIn Plan</td>
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<tr>
<td>10/22/2019</td>
<td>Resume Review, Interview Skills, Elevator Speech</td>
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<tr>
<td>10/29/2019</td>
<td>LinkedIn Review, Interview Practice</td>
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<tr>
<td>11/5/2019</td>
<td>Cover Letter, Apply For Jobs</td>
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<tr>
<td>11/12/2019</td>
<td>Work/School Strategies</td>
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<tr>
<td>11/19/2019</td>
<td>Networking Strategies</td>
</tr>
<tr>
<td>11/26/2019</td>
<td>Thanksgiving Week, <strong>No Meeting</strong></td>
</tr>
<tr>
<td>12/3/2019</td>
<td>Last Meeting, Work Life Balance, Long Term Goals</td>
</tr>
<tr>
<td>12/10/2019</td>
<td>Finals Week, <strong>No Meeting</strong></td>
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</tbody>
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Some other topics that previous pairs have addressed are:
- Why are each of you in the program – this can help identify specific needs or goals
- Career paths
- Career goals
- Networking.
- Shadowing/facilities tour
- Applying for work/internships
- College experience
- Research opportunities
- Study challenges/absorbing information/processing information
- How does UG compare to the working world as far as use of knowledge
- Gain skills for presenting self as a valuable candidate to companies
- Improve resume – tailoring it
- Interviewing skills
- Research project – Sr. Thesis and how to accomplish it
- How to write a proposal
- Reading scientific papers
- Effective presentations
- Working in a lab/group
- What is it really like to do work in the field/types of jobs in the field/daily experience – specifically in NM
- What can you get from a job besides a paycheck
- How does base knowledge help success in the field
- How to do better in classes and what opportunities should be taken advantage of
- Professional communication
- Balance time and priorities
- How to look for opportunities (grad school, internships, etc)
- Professional societies
- Online professional presence (ie LinkedIn)
- Timeline of goals – short term/immediate vs down the line/long term
- Learn about their mentors journey to where they are
- Coping with challenges