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## Mentee Handbook

**Center for Career and Professional Development**  
**CLARION UNIVERSITY OF PA**

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## Clarion University of Pennsylvania

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### Mission:

*Clarion University provides transformative, lifelong learning opportunities through innovative, nationally recognized programs delivered in inclusive, student-centered environments.*

### Vision:

*Clarion University will be a leader in high-impact educational practices that benefit students, employers, and community partners.*

## Center for Career and Professional Development

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### Mission:

*Our mission is to inform and empower students and alumni by linking them with resources and opportunities so they can develop and achieve their career goals.*

### Our responsibility:

The CUmentor program will be primarily administrated by the Center for Career and Professional Development. The day-to-day operations of the program will be handled by this office, including activities such as accepting applications, planning events, recruiting mentors and mentees, publicizing the program, maintaining a database of participants, matching mentors and mentees, being available for conflicts and issues that arise, updating the CUmentor Handbook, requesting mentors and mentees fill out evaluations, collecting and analyzing the evaluations to monitor the program, offering suggestions for activities, and other duties as they arise.

Our students have access to career research, gaining experience, job search preparation and resources, live and virtual career and job fairs, transition from student to professional assistance, and graduate and pre-professional application information. These services may complement your own career development knowledge. To learn more, please visit [www.clarion.edu/careers](http://www.clarion.edu/careers).

## TABLE OF CONTENTS

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Goals .....	1
Learning Objectives .....	1
Mentor Defined.....	1
Role of the Mentor .....	1
Role of the Mentee.....	2
Benefits of the Program .....	2
Choose How to Participate.....	3
Prepare to Be Mentored .....	3
The Matching Process.....	3
Expectations.....	4
Commitment.....	4
Maintain Regular Contact .....	4
Contact Limitations .....	4
Be Responsive.....	4
Primary and Secondary Relationships.....	4
Financial Assistance.....	5
Honor Commitments.....	5
Conflicts .....	5
Evaluate.....	5
Mentoring Skills.....	5
Actively Listen .....	5
Responding to Feedback .....	6
Take Ownership of Your Own Development .....	6
Reflect on Learning Moments.....	6
Preparing for the First Meeting.....	6
Create Goals .....	6
Get Acquainted.....	6
Establish Partnership Guidelines.....	7
Confirm Next Steps.....	7
References.....	7

## GOALS

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- Provide students with opportunities for professional development, networking, and information/idea exchange with professionals in their academic area
- Provide opportunities for alumni to connect with Clarion University and play a notable role in students' future endeavors
- Establish partnerships between alumni and students to facilitate career exploration and career coaching
- Increase student preparedness, confidence, and knowledge related to professional field(s) of interest

## LEARNING OBJECTIVES

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By participating in the CUmentor program, students will be able to:

1. Exercise sound judgment to analyze and execute decision-making related to career goals
2. Articulate thoughts and ideas clearly and effectively in written and oral forms
3. Receive and act appropriately on feedback from peers
4. Build collaborative relationships with peers representing diverse viewpoints
5. Demonstrate personal accountability and time management skills
6. Navigate and understand practical experiences relevant to career goals

## MENTOR DEFINED

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A mentor is a more experienced individual who helps and guides another individual's development. Mentoring is a developmental partnership through which the mentor shares knowledge, skills, information, and perspective to foster the personal and professional growth of the mentee.

## ROLE OF THE MENTOR

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The Center for Career and Professional Development defines the role of a mentor as a professional who either obtained a degree from Clarion University, is a registered employer partner with the Center for Career and Professional Development, or has a desire to serve as an educator, motivator, coach, and role model for current students.

A mentor should be willing to:

- Educate
- Guide
- Motivate
- Act as a role model
- Coach

*Educating:* The mentor should share with their mentee some of the specific skills and knowledge necessary for successful job performance. The instruction can be formal or informal.

*Guiding:* All professions have their “unwritten rules” and a mentor should relay these to their mentee.

*Motivating:* A mentor should challenge their mentee to think deeply about their own actions, desires, and needs. Motivate your mentee to seek new, educational, endeavors to gain more knowledge and differentiate themselves from their peers.

*Acting as a Role Model:* A mentor serves as an individual whom the mentee may wish to emulate. Remember that often actions speak louder than words.

*Coaching:* A mentor should evaluate, modify, and endorse the mentee’s goals and aspirations. A mentor should provide encouragement for the mentee to strive towards their goals and aspirations.

## ROLE OF THE MENTEE

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The Center for Career and Professional Development defines the role a mentee as a student who has successfully completed at least 45 credit hours and is in good academic standing, having at least a cumulative GPA of 2.00, and has successfully earned mentee eligibility through *CUprofessional*. A mentee seeks out their mentor’s advice, knowledge, and experiences to further their own professional development.

A mentee should be willing to:

- Actively engage with their mentor;
- Accept advice and coaching from their mentor;
- Candidly discuss their career aspirations and goals;
- Discuss misconceptions about the field they intend to enter; and
- Discuss other personal questions related to profession

## BENEFITS OF THE PROGRAM

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The CUmentor program is a mutually benefiting professional partnership between a mentor and mentee(s).

The benefits of the **mentee** may include:

- Encouragement;
- Observation of the work place environment;
- Self-reflection;
- Self-development;
- Opportunities to explore career path(s); and
- Networking

The benefits to the **mentor** may include:

- Satisfaction of watching someone grow and succeed;
- Enjoyment in sharing knowledge, skills, and expertise;
- Strengthening relationships with Clarion University; and
- Giving back to Clarion University

## CHOOSE HOW TO PARTICIPATE

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The CUmentor program is open year round and participants have the opportunity to update their profile and preferences at any time.

Once students have obtained [mentee eligibility](#) by receiving a [CUprofessional badge](#), they are invited to the Golden Eagle Gateway. Here, they will create a profile and be instantly provided a list of alumni/mentors to connect with for mentorship.

Partnerships can last one week, one month, or one year. It is highly recommended that the student and mentor create a timeline for their partnership during the first meeting (see the recommended resources section).

Successful completion of the CUmentor program results in the CUmentor digital badge.

*Individuals may apply anytime during the program, but please be aware all partnerships will officially end in May, regardless of when the match occurred.*

## PREPARE TO BE MENTORED

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Students will prepare for the CUmentor program through interactions with the Center for Career and Professional Development, which are linked to multiple classes and/or various [CUprofessional platforms](#) that will provide intermediate and advanced programming to enhance participants' career development and job search skills.

Students will work to successfully complete the required sessions, resulting in a CUpro digital badge and mentee eligibility status.

- Prior to matching, mentees are required to meet with the program coordinator to discuss their roles and responsibilities as part of the program and begin brainstorming goals and topics for their first meeting with a mentor.

## THE MATCHING PROCESS

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Upon successful completion of CUpro, students will be invited to participate in the CUmentor program. Students will login, create a profile, and then meet with their career coach in the Center for Career and Professional Development. During this meeting students will discuss their roles and responsibilities as part of the program and begin brainstorming goals and topics for their first

meeting with a mentor. *The program coordinator will contact the mentee once a profile is completed to schedule the meeting.*

Alumni are encouraged to update their profile regularly to ensure accurate matching.

Students control the matching process and will send an invitation to the alumnus with whom they'd like to partner with. Simply approve and start connecting!

The maximum number of mentor requests you can send at one time is limited to 5.

## EXPECTATIONS

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The following are guidelines that will help you have a successful mentoring partnership.

### Commitment

The commitment to the CUmentor program is decided upon between each partnership. It is recommended that partnerships discuss their expectation and timeline during the first meeting.

### Maintain Regular Contact

Contact refers to communications via the following media; for example, in-person (recommended but not required), phone call, virtual conferencing, e-mail, and social media (i.e. Facebook or LinkedIn).

### Contact Limitations

In contact with your partner, (1) offensive language and (2) transmission of offensive images are strictly prohibited. Offensive language includes, but is not limited to, (a) profanity or verbal abuse directed towards your partner, (b) sexually suggestive comments directed towards your partner, and (c) derogatory remarks directed towards any individual or group of individuals based on religion, race, color, ethnicity, country of origin, age, sex, sexual orientation, or sexual identity. Offensive images include, but are not limited to, (a) images that are sexually suggestive, lewd, or pornographic and (b) images that include offensive language, as described above.

### Be Responsive

Both participants are expected to return contact in a timely manner, unless agreed upon otherwise (i.e. within two-three business days).

### Primary and Secondary Relationships

Mentee's primary relationship and responsibilities with their mentor are outlined under the expectations section of this handbook.

Secondary relationships are any relationships that form outside of the primary responsibilities. A secondary relationship is defined as a romantic or sexual relationship. It is discouraged to pursue a romantic or sexual relationship with a mentor, or similarly a mentor with the mentee.

If placed in a situation(s) where your primary relationship as a mentee comes into conflict with a secondary relationship you have or want to have, you are required to act in accordance with your primary relationship role.

### Financial Assistance

In general, the mentor should avoid giving money to the mentee or vice versa. Under no circumstances, however, is it appropriate for the mentee to ask the mentor for money.

### Honor Commitments

If mentoring contacts must be cancelled, it is expected that participants will do their best to communicate in advance of the meeting and reschedule. If you decide to remove yourself from the program, it is expected that you will honor partnerships in progress. If circumstances prohibit you and your partner from participating in the program prior to the end of a term, each party must agree to notify their mentoring partner and the Center for Career and Professional Development.

### Conflicts

If a conflict arises between a mentor and mentee, the pair may be split up and reassigned another mentor or mentee. If a conflict or situation arises between a mentor and mentee, the mentor or mentee should contact the Center for Career and Professional Development. All communications about conflicts will be kept confidential. Please contact us at 814-393-2323 or via email at [cumentor@clarion.edu](mailto:cumentor@clarion.edu).

### Evaluate

Throughout and at the end of each semester, both participants will be required to complete evaluation forms.

Note: Mentors are not expected to offer internships or jobs.

A digital badge will be awarded at the successful completion of the CUmentor program.  
Per the *Expectations* section.

## MENTORING SKILLS

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While your mentor may not be able to provide you all the answers or be expected to offer you an internship or job, he or she will facilitate self-reflection and self-development practices so that you are challenged to think critically about your career path.

In order to think, reflect, and take the necessary actions to realize your career goals, consider the following:

### Actively Listen

As an active listener be sure to pay attention to non-verbal cues that you may be sending or receiving, such as facial expressions, body language, and eye contact. As this may set the tone for the remaining conversation.

The following are tips for active listening:

- Focus your attention on the speaker
- Do not interrupt the speaker
- Avoid distractions (i.e. cell phones, television, emails, etc.)

- Go to a quiet place to speak
- Take notes of the conversation to capture important points

### Responding to Feedback

Constructive feedback can be very difficult to receive, even when it is delivered thoughtfully. However, this type of feedback can be an extremely effective tool for personal and professional development.

The following are tips for responding to feedback:

- Take time to digest what is being said
- Do not be tempted to respond immediately
- Ask questions for clarification
- Be proactive and ask for feedback on how you can improve

### Take Ownership of Your Own Development

Do not expect your mentor to tell you what to do or how to do it. It is your responsibility to take initiative and ownership of your own personal and professional development. This partnership will flourish by accepting their guidance and taking control of your actions.

### Reflect on Learning Moments

This program is designed to be engaging and thought provoking, in order to help you reflect on your personal and professional development. Take the time to write down your thoughts and reflect upon them.

## PREPARING FOR THE FIRST MEETING

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The first conversation with your mentor will set the tone for the rest of your partnership. Ensure that you and your mentor become acquainted and establish communication expectations for the remainder of the partnership.

It is suggested that partnerships create an agreement outlining the goals, objectives, expectations, contact dates, etc., in order to strengthen the process.

A sample agreement and additional resources can be found at [www.clarion.edu/cumentor](http://www.clarion.edu/cumentor).

### Create Goals

- What do I want to learn from my mentor?
- What do I hope to gain from this experience?
- What personal and professional areas do I need improvement on?

### Get Acquainted

- How long have you been with the company?
- What do you enjoy most about your current position?
- How long have you worked in this industry?
- Where did you go to college?

- Where did you grow up?
- Where do you currently live?
- What are your interests and hobbies?

#### Establish Partnership Guidelines

- When, where, how long, and how frequently will we meet/talk/correspond?
- How will we schedule meetings?
- What happens if one of us cancels or postpones a meeting?
- Will we create a written agenda and document action items?
- What permanent discussion items will be part of every meeting?
- How will we evaluate our meetings?
- How often will we communicate between meetings?
- How will we communicate (via e-mail, phone)?

#### Confirm Next Steps

- When and where is our next meeting?
- When and how will we reconfirm the meeting, date, time, and location?
- What do we need to prepare for the next meeting?

#### REFERENCES

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Adapted from the following sources:

"Amherst College." *Pathways Mentoring Program*.

<https://www.amherst.edu/campuslife/careers/mentoring>

"The University of Kansas." *School of Business Mentoring Program*.

<https://business.ku.edu/mentorship-program>

"The University of Tulsa." *College of Law - Mentoring Program*.

<http://law.utulsa.edu/student-services/professional-development/mentoring-program/>

"Xavier University." *Career Development Office - Mentor Program*.

<http://www.xavier.edu/career/mentor/index.cfm>