Mentorship Program Handbook

2015-2016
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If you have any questions or concerns at any time, please contact one of the following ESA Board Members:

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Mission

The Economics Student Association (ESA) Mentorship Program at the University of Wisconsin—Madison enhances the undergraduate experience by connecting economic students with upperclassmen mentors as well as professional mentors, enabling a progression in professional career development outside of the classroom.

The Economics Student Association defines mentoring as:

A learning partnership where both the mentor and mentee create a shared vision of mentoring defined by respect, openness, and understanding

Mentors relate their professional knowledge and experience in guiding students in their career exploration as well as daily lives.

Mentees take an active role in their learning and development through questioning and reflection.

Program Overview

The Mentorship Program is designed to match current ESA members with upperclassmen ESA members as well as distinguished professionals. The program is limited to undergraduate students that are due paying members of ESA.

Matching Process: Mentors and mentees will fill out a Google survey, links are below. The surveys will ask simple questions to provide a more accurate match suitable to both mentees and mentors. Matches will be based on many different components including major/industry preferences, hobbies and interests, strengths/weaknesses, and others. Efforts will be made to match a mentor with a mentee who is interested in going into the field in which the mentor works, but this is regrettably not always possible. There are no guarantees mentee’s and mentor’s preferences will be met due to the availability of interested participants.

Student Mentee Survey: Survey

Student Mentor Survey: Survey

Professional Mentee Survey: Survey

Professional Mentor Survey: Survey

Communication Process & Guidelines: The mentor and mentee pairs are required to meet on their own, in person or virtually, at least 2-3 times per semester (October through December, February through April). Any expenses that arise during a meeting, i.e. dinner or drinks, are not strictly the responsibility of one party, but rather left to the discretion and joint decision of the mentor and mentee.
**Requirements for First Meeting:** The first meeting/conversation is the beginning of the mentorship and in most cases the first encounter between mentee and mentor. Thus, the first meeting is required to either be in person or using video technology such as Skype/FaceTime. This will allow each pair to talk openly and feel more comfortable in future phone or in person conversations. After the first meeting, conversations may continue in person or via video, but a meeting over the phone is more than acceptable if both parties find it easiest.

**Suggested places for in person meetings on campus:**
- Union South or Memorial Union
- Coffee Bytes on East Campus Mall and University
- Panera Bread on Washington Ave and Regent St.
- Any restaurant or coffee shop on State Street.

**Continuing Communication after the program ends:** Mentees are required to communicate with their mentor at least 2-3 times per semester; however, mentees and mentors are more than welcome to communicate as often as both parties are comfortable, even beyond the program end date. Mentors and mentees are encouraged to join the program the following semester to continue their relationship or be matched with a new mentee or mentor.

**Setting Meeting Times:** Each mentor/mentee pair is to have at least established email contact within a week of the Mentorship Kick-Off (October 8th for Fall, February 23rd for Spring). Once initial contact has been made, the date needs to be input into a google doc, with links below. Additionally, each meeting/conversation date needs to be input into the same google doc. Both mentors and mentees with have different google docs to input these dates into. This procedure is to insure that participants are utilizing the resources of the program and not wasting the time of their mentor or mentee. Understandably, schedules get busy and pairs will not be able to meet as frequently as desired, but there needs to be an agreed upon date to hold a meeting, even if that date is beyond the deadline date, and post it to the google doc. For example: If Eric is a mentee to George, and the deadline date for the first meeting date is 3/4/16 but George is unavailable to meet with Eric until 3/5/16, then in the google doc BEFORE 3/4/16, Eric and George need to put in that they will be meeting on 3/5/16. It is not extremely important that the pair meets prior to the deadline, but just that there is active communication and both parties are clear as to when they are planning on meeting and that this information is passed along in the google doc. This process will allow the mentorship chair transparent views into whether pairs are either meeting, not meeting, etc. and appropriate action can then be taken.

**Student Mentee Google Doc:** [Student Mentee Spring 2016 Check-In Sheet](#)

**Student Mentor Google Doc:** [Student Mentor Spring 2016 Check-In Sheet](#)

**Professional Mentee Google Doc:** [Professional Mentee Spring 2016 Check-In Sheet](#)

**Professional Mentor Google Doc:** [Professional Mentor Spring 2016 Check-In Sheet](#)

**Mentorship Talks:** Each mentee, both student and professional, will be required to attend at least one mentorship talk session that will be held by the mentorship chair(s). There will be two formats, group sessions and a three-on-one session. Those who enjoy and wish to attend a session with many other students will sign up for the group session, whereas students who wish to attend a more personal, small group setting will sign up for the three-on-one session. The dates for these sessions will be sent out via a google doc once the dates for each session are determined.
Expectations

Role of the Mentor

All mentors participating in the program are required to follow and abide by expectations listed on the mentor agreement form.

If mentors are able they are highly encouraged to attend the kickoff receptions in October and February.

At the conclusion of each semester, mentors will complete a reflection paper to document how the program went for them and their mentee. This will also be an opportunity to make suggestions or comments regarding the format of the program. The paper is suggested to be no longer than one page long and will be utilized for improvements and discussion points for future changes to the program.

The mentor is responsible for communicating general career advice and guidance in any form appropriate for the student, even if the student is not interested in the particular field in which the mentor works.

The mentor is NOT responsible for conducting a job search for the student or offering the student an internship or full-time position with the company for which the mentor works. If possible, the mentor may choose to allow the mentee to shadow him/her on a workday for a better understanding of the mentor’s daily tasks.

Role of the Mentee

All mentees participating in the program are required to follow and abide by expectations listed on the mentee agreement form.

It is mandatory for mentees to attend both kickoff receptions in October and February.

At the conclusion of each semester, mentors will complete a reflection paper to document how the program went for them and their mentor. This will also be an opportunity to make suggestions or comments regarding the format of the program. The paper is suggested to be no longer than one page long and will be utilized for improvements and discussion points for future changes to the program.

Mentees should take an active role in the relationship with their respective mentor by being prepared to discuss what will be most beneficial to their career development. Mentees should be prepared to ask questions, reflect on their meetings, share their experiences with their mentor, and show their appreciation for their mentor’s time.

Mentees should understand that a mentor can give general career advice and guidance, and that this program offers networking opportunities. A mentee should also understand that it is NOT the purpose of the program for a mentor to conduct a job search for the mentee, nor to offer the mentee an internship of full-time position.
Professional Mentor Agreement

I wish to participate in Economics Student Association’s Mentorship Program as a Professional Mentor and agree to the following:

1. Create or update a relevant and accurate LinkedIn profile.
2. Review and utilize the Mentoring Program Handbook as a reference tool.
3. Connect with my mentee at least 2-3 times per semester, preferably in person, during the academic year (October-December for Fall, February-April for Spring).
4. Communicate with and respond to my mentee in a timely manner.
5. Notify my mentee if I am unable to connect with him/her and reschedule any cancelled meetings.
6. Maintain an open dialogue as an available resource to my mentee.
7. Share resources with my mentee, such as: networking possibilities, mock interview preparation, internship and job shadowing opportunities, graduate school advice, etc.
8. Help my mentee develop career goals that are tailored towards his/her career interests.
9. Notify the chair of the mentorship program, Joel Stibbe or Stacey Everton, if I feel uncomfortable or experience any issues or problems during my participation as a mentor.
10. Attend mentorship program socials, if possible, to increase my personal relationship with my mentee and to connect with other ESA members.
11. Attend the kickoff reception, if possible, for the semester of which I am a participant in the program (one in October for Fall participants, one in February for Spring participants).
12. Submit a one page (maximum) reflection on my experience with the Mentorship Program.
Professional Mentee Agreement

I wish to participate in Economics Student Association’s Mentorship Program as a Professional Mentee and agree to the following:

1. Be a due paying member of Economic Student Association (ESA).

2. Completed a minimum of 12 credits of economic coursework.

3. Create or update a relevant and accurate LinkedIn profile.

4. Review and utilize the Mentoring Program Handbook as a reference tool.

5. Connect with my mentor at least 2-3 times per semester, preferably in person, during the academic year (October-December for Fall, February-April for Spring).

6. Communicate with and respond to my mentor in a timely manner.

7. Notify my mentor in a professional manner if I am unable to connect with him/her and reschedule any cancelled meetings.

8. Understand that it is my responsibility as the mentee to initiate communication with my mentor as well as making myself available to connect with my mentor and communicating and responding in a timely manner.

9. Notify the chair of the mentorship program, Joel Stibbe or Stacey Everton, if I feel uncomfortable or experience any issues or problems during my participation as an alumni mentor.

10. Attend at least one Mentorship Talk, either the group session or the three-on-one session.

11. Attend mentorship program socials, if possible, to increase my personal relationship with my mentor and to connect with other ESA members.

12. Attend the kickoff reception for the semester of which I am a participant in the program (one in October for Fall participants, one in February for Spring participants).

13. Submit a one page (maximum) reflection on my experience with the Mentorship Program.
Student Mentor Agreement

I wish to participate in Economic Student Association’s Mentorship Program as a Student Mentor and agree to the following:

1. Be a due paying member of Economic Student Association (ESA).

2. Completed a minimum of 12 credits of economic coursework.

3. Create or update a relevant and accurate LinkedIn profile.

4. Review and utilize the Mentoring Program Handbook as a reference tool.

5. Connect with my mentee at least 2-3 times per semester, preferably in person, during the academic year (October-December for Fall, February-April for Spring).

6. Communicate with and respond to my mentee in a timely manner.

7. Notify my mentee in a professional manner if I am unable to connect with him/her and reschedule any cancelled meetings.

8. Share resources with my mentee, such as: networking possibilities, mock interview preparation, class suggestions, providing additional contacts, etc.

9. Help my mentee develop career goals that are tailored towards his/her career interests.

10. Notify the chair of the mentorship program, Joel Stibbe or Stacey Everton, if I feel uncomfortable or experience any issues or problems during my participation as an alumni mentor.

11. Attend mentorship program socials, if possible, to increase my personal relationship with my mentee and to connect with other ESA members.

12. Attend the kickoff reception for the semester of which I am a participant in the program (one in October for Fall participants, one in February for Spring participants).
Student Mentee Agreement

I wish to participate in Economic Student Association’s Mentorship Program as a Student Mentee and agree to the following:

1. Be a due paying member of Economic Student Association (ESA).

2. Create or update a relevant and accurate LinkedIn profile.

3. Review and utilize the Mentoring Program Handbook as a reference tool.

4. Connect with my mentor at least 2-3 times per semester, preferably in person, during the academic year (October-April).

5. Communicate with and respond to my mentor in a timely manner.

6. Notify my mentor in a professional manner if I am unable to connect with him/her and reschedule any cancelled meetings.

7. Understand that it is my responsibility as the mentee to initiate communication with my mentor as well as making myself available to connect with my mentor and communicating and responding in a timely manner.

8. Develop goals and aspirations through the mentorship program that are tailored towards my career development that align with my career interests.

9. Notify the chair of the mentorship program, Joel Stibbe or Stacey Everton, if I feel uncomfortable or experience any issues or problems during my participation as an alumni mentor.

10. Attend at least one Mentorship Talk, either the group session or the three-on-one session.

11. Attend mentorship program socials, if possible, to increase my personal relationship with my mentor and to connect with other ESA members.

12. Attend the kickoff reception for the semester of which I am a participant in the program (one in October for Fall participants, one in February for Spring participants).

13. Submit a one page (maximum) reflection on my experience with the Mentorship Program.
The First Meeting

It is the mentee’s responsibility to initiate the first step by contacting the mentor to schedule the first meeting in person or virtually. If an in-person meeting is not viable, then it is required to have this first meeting via Skype. Topics of conversation for the first meeting will vary. Try to accomplish these goals, as a minimum, during the meeting:

- Become Acquainted
- Establish Communication Expectations
- Discuss Goals

Potential areas of focus for mentee goal setting:
- Develop professional expertise in a specific area of focus
- Develop leadership abilities
- Explore personal interests and abilities
- Learn how to handle school-life-work balance
- Explore majors/career paths and opportunities
- Explore hobbies, etc.

Questions to establish clearly defined expectations:
- How/when will you meet?
- Who will be responsible for making the arrangements for the meetings?
- What will be your “ground rules” for how the time will be spent and how you will communicate?
- What does confidentiality mean to you and what does it mean to your mentor?
- Set up time for next discussion at end of current discussion.

Discussion topics for the first meeting

Mentees

- Your career path; why you chose this path and how a degree in economics relates
- Your hobbies and interests
- Talk about your student experience at UW-Madison
- Why you chose to attend UW-Madison

Mentors

- Your career path; why you chose this path and how a degree in economics relates
- Your current job and the path you took to reach this position.
- Your hobbies and interests
- Why you chose to attend UW-Madison
- What was it like when you were a student at UW-Madison
Future Meetings

Although it is the mentee’s responsibility to contact the mentor, more often than not, both parties will reach out equally.

You are more than welcome to communicate more than 2-3 times per semester, whether it be in person, over the phone, etc. Your communication style should fit the needs of both the mentee and mentor.

Although this program is intended to provide professional, social, and academic opportunities, it is important to maintain professional etiquette when communicating with your mentee/mentor until both parties feel a more informal approach is appropriate. If you have questions regarding this, please let Joel or Stacey know.

Further Questions to ask your Mentor

- What inspires you? How do you find inspiration?
- What qualities do you look for in people you hire?
- What characteristics or skills set you apart from your peers and have enabled you to be successful?
- How do you handle obstacles, roadblocks, and setbacks?
- Who has had the most impact on your life?
- How do you set goals? Advice for me as I try to set goals?
- What are your values and have you lived them out?
- How do you approach the unknown?
- What dreams and goals inspired you to succeed?
- What do you see are upcoming trends in your industry? Why are they just now becoming trends?
- What courses/experiences/skills would be helpful for me to gain while in college?
- How did your experience at UW-Madison help you advance professionally?
- How would you describe the culture/atmosphere of your workplace? What do you like/dislike about it?
- What do you know now that would have been helpful to know when you were a student in my shoes?
- What helped you decide what graduate program to enroll in, if you went to grad school?
- If you didn’t attend graduate school, what were the reasons?
Recommended Topics for Discussion

- **Career Development**: If you are unsure about a career or economics as a major, ask for help to sort through goals, interests, abilities, and values. Allow your mentor to share their story with you.
- **Researching Careers**: Identify and research your favorite careers and companies. Get your mentor’s opinion and knowledge about these to gain valuable advice and perspective.
- **Resumes/Cover Letters**: How to write them, what employers look for, ask for a critique of your own.
- **LinkedIn**: Connect with your mentor/mentee on LinkedIn and ask for feedback on your profile.
- **Interviewing Skills**: How to prepare, answering behavioral questions, follow-up, and even request a mock interview for practice and feedback.
- **Networking**: Why it is so important, how to use social media professionally.
- **Job Strategy/Branding**: How to make yourself stand out as a candidate in a job search as well as how to target specific companies and positions.
- **Industry Advice**: Discuss current projects, developments, ethics, and trends of the mentor’s company and industry.
- **Goal Setting**: Set a 6 month, 1 year, 2 year, 5 year, and even 10 year goal plan that is not only reasonable but impactful. Have your mentor help you determine what steps are needed for you to reach these goals.
- **Decision Making Skills**: Discuss the decisions made in your mentor’s everyday work and how they objectively make these decisions.
- **Work-Life-Student Balance/Time Management Skills**: Talk about how to increase your productivity and how your mentor does this at work. What steps can you make today to ensure a more productive tomorrow?
- **Graduate/Professional School Options**: Advice on what schools to apply/attend. Discuss various experiences your mentor has had at the graduate level and steps to improve your experience.

This is not an exclusive list, but rather a starter kit

Suggested Mentoring Activities

- Mentees can shadow their mentor at work or mentors can connect them to other professionals in the field virtually for an informal interview.
- Mentors can invite mentees to participate in a social activity where other professionals or clients are involved.
- Mentees can invite mentors to relevant events such as a concert, lecture or sporting event at UW-Madison.
Mentee Goals & Reflection

Through the process of the mentorship, develop tangible and meaningful goals that will help you reach your full, desired potential. Some questions to answer to help you develop your goals and reach them:

- Why do I want to major in economics?
- What am I passionate about? Why?
- When am I happiest and most successful? What type of environment do these things occur in and are they mutually exclusive?
- What is my skill set?
- What do I want to improve the most about myself?
- What are my strengths?

Reflection

Reflect on your experience through this program. What worked well, what could be improved, etc. Consider keeping a journal or document of what you’ve discussed and what you have learned from your mentor. This will help you prepare and give you starting blocks for your future career.

Per the mentee agreement form, all mentees are required to submit a one page reflection on their experience in the program. This will not only help ESA improve the quality of the mentorship program, but it will serve as a useful tool for each mentee to think about your time spent with ESA and how you have grown and what you have learned.

Discipline

There may be situations where a meeting is scheduled and one party doesn’t show up without notifying the other party. These situations are unacceptable as everyone’s time should be valued and respected. Therefore, to account for these possible occurrences, the following policies are to be implemented and followed:

- If you are unable to make a scheduled appointment with your mentor/mentee, you must give a minimum of 1 hour notice.
- If you do not show up to a scheduled meeting without giving proper notice, you will be contacted by Joel to discuss what happened. If this happens more than once, you will be dismissed from the Mentorship Program.
- If you display improper behavior, such as but not limited to, vulgar language, unprofessionalism, etc., you will be contacted by Joel to discuss this behavior. If the behavior continues, you will be dismissed from the Mentorship Program.
- Improper expectation from a mentor, such as but not limited to, expecting part-time or full-time employment from them, expecting a letter of recommendation, etc., will result in you being contacted by Joel to discuss what you should expect from your mentor. If you continue to persist improper expectations from a mentor, you will be dismissed from the Mentorship Program.