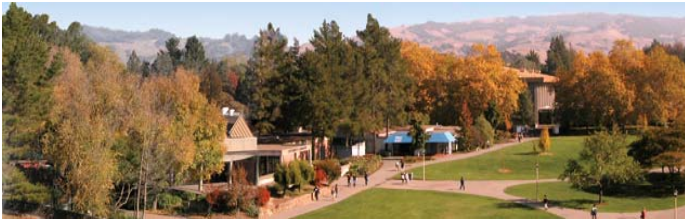


Sonoma State University

MENTOR PROGRAM

Program Handbook



School of Business and Economics

Table of Contents

Program Description	3
Program Structure	3
Mentor/Mentee Expectations	4
Suggested Activities & Resources	6
Program Calendar	7
Mentee Eligibility	7
Program Outcomes	8

Program Description

The School of Business and Economics (SBE) Mentor Program is designed to provide opportunities for students to explore professions, companies, and industries in the world of work. The Mentor Program facilitates:

- the career search process early in students' academic schedules;
- the development of meaningful interactions with business professionals; and
- the understanding of how classroom learning applies to the real world.

Students apply to the Program in the semester prior to the mentorship, and selected students are notified before semester end. The SBE Career Center makes every effort to match a mentee with an appropriate mentor, taking into consideration the student's academic major and career interests. Mentor and mentee pairings are announced several weeks prior to the start of the mentorship.

Program Structure

Mentees meet with the SBE Career Center to begin developing goals and activities to be spread over the 15-week semester. Then at the kick-off event, mentees present their plans to mentors to finalize goals and to schedule activities. A minimum of two meetings between mentor and mentee are held, but partnerships may engage in more activities as they wish, with a goal of meeting a minimum of 10 hours over the semester.

Upon completion of the program and its requirements, a Recognition Event will be held. Mentees will receive a Certificate of Completion.

Mentor Expectations

1. Share expertise and experience regarding personal career development.
2. Give career guidance and feedback to mentee.
3. Act as a sounding board for the mentee's ideas, goals and aspirations, and instill an impetus for action toward achieving them.
4. Provide an openness to new discoveries and possibilities for the mentee.
5. Instill in the mentee that one's career development can be achieved through intentionally planned experiences and assignments.
6. Model and facilitate networking in large and small groups.
7. Model the importance of professionalism in the workplace.
8. Commit to the time requirement of the program, spreading out meetings evenly throughout the semester tends to be effective.
9. Use email and phone calls to communicate with mentees in addition to face-to-face meetings.
10. Feel free to involve colleagues in activities with mentee.

Suggested Schedule for Mentor-Mentee

Meeting 1 (Beginning of Semester):

Attend Kick-off Event at SSU: Discuss goals and plan activities for semester.

Meeting 2 (2-3 weeks later):

Complete 1st activity (See page 6 for suggestions).

Meeting 3 (2-3 weeks later): Complete 2nd activity.

Meeting 4 (2-3 weeks later): Complete 3rd activity (optional).

Meeting 5 (End of the Semester): Attend Recognition Event at SSU.

Mentee Expectations

1. Prepare fully for each meeting with mentor.
2. Acknowledge that career development can be achieved through intentionally planned experiences and assignments.
3. Be open to new discoveries and possibilities that would result in a higher level of potential for both yourself and the organization you join.
4. Discuss your career ideas, goals, and aspirations, and plan for action with your mentor.
5. Listen actively to and fully engage with your mentor.
6. Accept constructive feedback graciously.
7. Commit fully to the semester-long program.
8. Own the process: be proactive in arranging meetings with mentor.
9. Be on time to all meetings.
10. Be professional in dress (business interview attire), behavior and speech.
11. Alert program director with program issues.
12. Serve effectively in the community as an exemplary representative of SSU.
13. Use this opportunity effectively; it is an honor to represent the School of Business and Economics in this program.
14. Read and respond to SSU and mentor email regularly and phone calls promptly.

Suggested Activities for Mentor-Mentee Partnerships

1. Visit the company site.
2. Shadow the mentor (“A day in the life of..”).
3. Observe executives in professional interactions.
4. Attend a business meeting, training session or workshop.
5. Meet and network with other professionals.
6. Attend a professional organization/service club meeting.
7. Attend a job fair; direct mentee toward internship and job opportunities.
8. Read an industry publication together.
9. Engage in career planning.
10. Set academic and career goals.
11. Construct a professional resume and/or graduate school application.
12. Hold a mock interview session (videotape and critique).
13. Have a business lunch together
14. Model professional phone etiquette.
15. Introduce mentees to SSU alumni in organization.

Resources for Additional Activities

(Mentors may choose to attend these activities with mentees.)

1. SSU SBE Career and Internship Expo
2. SSU Career Services World of Work Fair
3. SBE Career Center Workshops (resume review, cover letter writing, interviewing skills)
4. SBE Alumni Speaker Series

Mentee Eligibility

- 2.5 GPA or higher
- Business or Economics Student
- Second Semester Sophomore or above
- Mandatory Mentor Program Orientation attendance
- Broad base of experience and interests

Application

- Cover Letter
- Resume
- Application
- Recommendations (2)

Program Calendar

- April 21 & 23, 2009: Program Orientation for Prospective Students
- May 1: Application Deadline
- May 11-14: Interviews by the SBE Career Center office
- May 15: Selection Announcement
- July 1: Mentor Pairings Announcement
- Sept. 8-9: Goal Setting Meeting (mentees)
- Sept.15: Kick-off Event (required for mentors & mentees)
- Sept. 15-Dec. 4: Mentor/Mentee Activities
- October: Mandatory Check-in w/ SBE Career Center (share experiences)
- October: Mentor Check-in by SBE Career Center
- Mid-December (To be arranged): Recognition Event

Program Outcomes

For the Mentor~

- Share sense of pride in career achievement, company, and profession
- Impart real-world experiences to those embarking on careers for the first time
- Acquaint yourself with a potential future employee
- Fulfill an ability to serve the community; give back an experience given to you

For the Mentee~

- Gain knowledge of professions, companies and industries
- Develop a relationship with a business professional
- Open doors for future opportunity
- Focus direction for career search
- Expand your world view

Sonoma State University

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