Kennesaw State University

Division of Student Affairs

Mentoring for Success Manual

Adapted from the KSU Foundation Fellows Program
October 24, 2018
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>Purpose and Goals</td>
<td></td>
</tr>
<tr>
<td>Structure and Oversight</td>
<td></td>
</tr>
<tr>
<td>Recruitment Process</td>
<td>4</td>
</tr>
<tr>
<td>Timeline</td>
<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td></td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>5</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>5</td>
</tr>
<tr>
<td>Expectations</td>
<td>6</td>
</tr>
</tbody>
</table>
Program Overview

Purpose and Goals

“True mentors...offer the broadest range of career and psychosocial support” (Murphy & Kram, p. 19).

Mentoring is the pairing of an experienced person with a less experienced person that benefits both participants for “mutual learning and growth.” (Murphy & Kram, 2014, p. 7). Mentoring promotes career awareness, positive relationship building, and professional identity development for both participants. Mentoring relationships foster leadership, career advancement, work satisfaction, and performance.

As seen in the literature, mentoring is a strong tool for building relationships and promoting professional development within the Student Affairs Division. With this in mind, a group of members from the KSU Student Affairs Professional Development Committee convened Fall Semester 2018 to discuss the merits of a division wide mentoring program for new and seasoned professionals. The following goals guide their work:

- Provide a supportive environment for new professionals entering the field of Student Affairs
- Provide socialization for both new and seasoned members of the Division of Student Affairs
- Create relations across departments in the Division of Student Affairs
- Create conduits for collaboration across departments in the Division of Student Affairs

Structure and Oversight

A subcommittee of the KSU Student Affairs Professional Development Committee manages the Mentoring for Success program. This subcommittee develops all written and digital materials, including the invitation to participate, website content, interest forms, and manual, as well as sessions and activities to connect interested participants and monitor challenges and engagement.

The structure for FY 19, the inaugural year:

Fall Semester 2018: planning and development
December 2018: participant pairing
Spring Semester 2019: semester pilot program

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May 2019: initial program assessment
June 2019: program changes determined
The structure for subsequent years:
August: extend invitations through Owllife
Late September: Mentor/Mentee Mingle
Early October: final pairings
October – May: Weekly mentoring connections
February: Mentor reflection breakfast
February: Mentee reflection breakfast
May: annual assessment

Recruitment Process
Mentor and mentee pairings will occur at the beginning of each academic year. Formal mentoring relationships will last for one year. The planning and recruitment process will take into consideration the culture of KSU and ensure that the program attracts mentors and mentees with the time and energy needed to devote to the program.

Recruitment Timeline
- The Professional Development Mentoring Subcommittee extends invitations to participate through email to all division members
- Division members submit interest forms through Owllife
- Subcommittee hosts a Mentor/Mentee Mingle to allow participants to meet and create pairings
- Subcommittee assists any participants not paired during the Mingle.

Eligibility
- Mentor: A mentor can be any full time professional in the Division who have the personal and professional experiences to provide support and guidance for a mentee. A mentor must be willing to provide weekly support (as determined mutually) with mentee. Mentors will exhibit qualities of support, positivity, coaching, encouragement, and guidance.
- Mentee: A mentee is any fulltime professional who feels they could benefit from a one on one relationship with a professional who has experience and characteristics that can benefit the mentee in their professional development and career advancement.
Non-Discrimination Policy
The KSU Student Affairs Mentoring for Success program does not discriminate on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

Kennesaw State University (KSU) is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, Board of Regents policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from KSU. Every member of the KSU community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the University.

Confidentiality
Mentoring relationships are based on trust. It is the responsibility of the Professional Development Committee to protect the rights of both mentors and mentees. All information provided and collected will be stored securely using KSU’s standard security and protocol guidelines.

Clear expectations for confidentiality should be established between mentor and mentees. Any conflict that cannot be resolved within the relationship should be brought jointly to the attention of the Subcommittee, who will assist the pair in finding the best route to resolution.
Program Expectations

The KSU Student Affairs Mentoring for Success program creates connections across the Division. The program is designed to be flexible and allow participants to determine their direction and time together. Mentor and mentee pairings should determine their own schedule for communication and meeting. All pairs are encouraged to communicate via methods that work best for them: in-person, through email, telephone, online chat, video chat discussions, etc. It is important that mentors and mentees set expectations for time they will commit to one another and adhere to those commitments throughout the relationship.

The formal relationship between mentors and mentees lasts for one academic year (October – May). Mentoring pairs are encouraged to stay in touch even after the formal relationship ends. If the participant registers for the program in subsequent years, they will be paired with a new mentoring partner each time, to help develop a comprehensive network for all participants.

Mentor role:

- Take the lead in supporting a less experienced professional through an ongoing, one-to-one relationship
- Serve as a positive role model and friend
- Build the relationship by planning and participating in activities together
- Allow the mentee to set goals for the relationship
- Strive for mutual respect

Time commitment

- Make a one-year commitment
- Spend a minimum of 2 hours a month meeting personally with mentee
- Communicate with mentee every week
- Attend mentor/mentee group events
- Participate in assessment surveys or focus groups

Participation Requirements

- Fulltime employee of KSU Division of Student Affairs
- Willingness to adhere to all program expectations
- Dependable and consistent in meeting time commitments

Desirable qualities

- Positive
- Dedicated to Student Affairs values
- Patient and flexible
- Respectful of others’ individual differences
- Willing listener without negative judgment