

# MENTORSHIP PROGRAM



**Career  
Development**

**MENTEE HANDBOOK**





# Career Development

## Thriving Together Through Mentorship

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Thank you for your interest in the ULM Mentorship Program!

Whether you join as a Mentor, Mentee, or ambassador, your participation is vital to the growth, productivity, and sense of belonging we aim to foster at ULM.

Our Mentorship Program extends beyond career and academic advancement, forging meaningful connections with those on similar paths. We emphasize reciprocity, encouraging mutual learning and support to nurture personal and professional development. Participants both teach and learn, sharing knowledge, wisdom, and experiences to shape each other's professional and personal growth.

Mentorship is an extraordinary opportunity to make a lasting impact on our community. Together, we can make this program a source of inspiration, growth, and lasting impact for ULM. I am eager to witness the positive transformations and professional relationships that will form as a result of this invaluable program.

I would love to welcome you to this vibrant community. Please reach out with any questions so that together we can take flight!

“Forge meaningful connections with those on similar career paths.”



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SCAN TO START YOUR  
MENTORSHIP JOURNEY



# OVERVIEW

The Mentorship Program is designed to create a supportive environment where experienced individuals, known as Mentors, guide and assist less experienced individuals, known as Mentees. We believe in the power of mentorship to enhance personal and professional growth while fostering a sense of community within ULM.

This program aims to connect the next generation of professionals, some of ULM's best and brightest, with Mentors who will enhance their professional and personal growth. By participating in this program, you will have the opportunity to build meaningful relationships, learn from the experiences of others and share your knowledge and insights. We are committed to creating a Mentorship culture that promotes personal, professional and academic excellence.

## OBJECTIVES AND GOALS

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- **Academic Success:** Mentorship enhances academic achievement by providing students with valuable insights, educational strategies, and a sense of accountability.
- **Career Preparation:** Students get equipped with practical knowledge, guidance, and networking opportunities to prepare for successful careers.
- **Community Engagement:** Mentorship strengthens the ULM community by fostering meaningful connections and support systems which resonate outside of the ULM campus.
- **Leadership Development:** Mentees increase their leadership skills which include motivation, collaboration, and setting and achieving goals.
- **Alumni Engagement:** Mentees engage with ULM alumni, who are encouraged to participate in the Mentorship Program and connect to their alma mater in a philanthropic way.
- **Personal Growth:** Mentorship promotes self-awareness, resilience, and adaptability, which are important life skills.

I grew as a person.

# What does it mean to be a Mentee?

Mentee, as defined by the American Psychological Association, is an individual who receives guidance, support and knowledge from a more experienced person, known as a Mentor, to facilitate their professional development and career advancement.

The Mentee is expected to:

- Clearly communicate
- Actively listen
- Demonstrate reliability and preparedness
- Apply the Mentor's guidance
- Be goal-oriented
- Be open to feedback
- Maintain a positive attitude
- Be willing to learn
- Show respect for the Mentor's time and expertise

## OUR DEFINITION

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- Mentorship is a formal relationship in which a Mentor guides a Mentee's professional development through a structured program.
- The Mentee is challenged by the Mentor to identify a path toward their goals, focusing on skill development.
- The Mentee and Mentor work together in partnership, fostering meaningful and integrity-rich conversations.
- The quality of the mentoring relationship depends on the active role of the Mentee.
- Mentoring includes role modeling, job shadowing, career advice, and networking.
- Being a Mentee is gratifying in that it offers professional development and guidance in a more personalized format.
- Being a Mentor is gratifying, as it involves passing on valuable knowledge and experiences.
- Positive Mentee-Mentor relationships enhance career and personal development for both parties.
- As Mentees receive knowledge and expertise, they pass on this information and create a generational impact.

“She has helped me achieve all the goals I've set this year and has increased my confidence tremendously.”

# RESPONSIBILITIES

## MENTEE RESPONSIBILITIES

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- **Meeting Preparation:** Take the initiative to schedule meetings, prepare agendas, and complete any required pre-meeting tasks. Ensure punctuality and focus during your interactions.
- **Establishing Goals:** Define clear, S.M.A.R.T (Specific, Measurable, Action-oriented, Realistic, Timely) goals in your first meeting with your Mentor.
- **Maintain a Log:** Document key takeaways from each meeting, including knowledge gained, advice received, new experiences, and fresh perspectives.
- **Professional Focus:** Keep in mind that Mentors are available for advice and guidance, not to address personal problems or secure job opportunities. Maintain a professional tone during your meetings.
- **Continuous Learning:** Treat every interaction as an opportunity for learning and development. Never stop seeking knowledge.
- **Clear Communication:** Avoid assumptions and confirm all details, including meeting times and contact procedures.
- **Honor Commitments:** Uphold your obligations to both the Mentorship Program and your Mentor. Punctuality and follow-through are essential to your professional growth.
- **Open-Mindedness:** Be receptive to feedback, critiques, and suggestions offered by your Mentor.
- **Dependability:** Foster trust through honesty and reliability in your interactions.
- **Effective Communication:** Keep the lines of communication open, as learning relies on effective dialogue. Be honest, clear and concise when speaking with your Mentor.
- **Enthusiasm:** Approach the Mentorship Program with enthusiasm, recognizing its benefits to your personal and professional development.
- **Closure:** Know when to conclude the mentoring relationship, particularly when the program ends. Express gratitude to your Mentor and reflect on the experience using your journals.

I've learned accountability, communication, and professionalism all while developing self-confidence.

# BENEFITS

## MENTEES' BENEFITS

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- Professional expertise in attaining skills, knowledge, insight, and work-culture awareness
- Expedited learning and growth—both personal and professional
- Personalized access to a career role model
- Expands network and increases opportunity for an early career connection
- Access to personalized guidance, in turn eliminating some common mistakes
- Enriches the college experience

## MENTORS' BENEFITS

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- Expansion of influence
- Reinforcement of accomplishments
- Improves communication and people skills
- May provide a new perspective on how to solve professional problems
- Extends peak of success
- Provides an opportunity to review the basics of practice

## BENEFITS TO ULM

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- Engages students with alumni
- Encourages life-long learning
- Increases loyalty and retention with more motivated and engaged students
- Promotes greater sense of community
- Supports the University's Strategic Mission to prepare individuals from Northeast Louisiana and beyond to compete, succeed, and contribute in an everchanging global society through a transformative education while positively impacting society through research and service
- Supports the role of students in university governance by offering a program that promotes the students' growth and development through social and recreational experiences

“My mentoring experience allowed me to gain access to resources that I would never have had as a student.”

# SELECTION & ONBOARDING

## 1 | APPLY

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Scan QR code or visit:

[webapps.ulm.edu/mentorship/node/add/mentee\\_application](http://webapps.ulm.edu/mentorship/node/add/mentee_application)

## 2 | APPROVAL

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Once your application is approved, we will send you a congratulatory message with next steps including the logistics for the ULM Mentorship Program Orientation.

## 3 | MATCHING

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During the Matching Period, November 4-21, 2025, you will access Mentors' profiles and schedule interviews with a Mentor or Mentors who align with your goals and interests. Once you have selected a Mentor, email their name to the Program Director.

### Documentation

Once you have selected your Mentor;

- Contact them to confirm the Mentor-Mentee relationships and discuss preferred modes of communication.
- You will attend ULM Mentorship Program orientation.

### First Meeting

During your first meeting with your Mentor, it's essential to establish a foundation for your mentoring relationship. Take this opportunity to introduce yourself, communicate your goals and expectations, and discuss the structure of your future interactions. Clarify your roles and responsibilities as Mentee, as well as your Mentor's role. This initial meeting sets the tone for a productive and successful mentoring partnership.

### Mentorship Period

The program spans 12 weeks, from January 26 to April 17, 2026, and involves meeting face-to-face for a minimum of six (6) hours, at times and locations agreed upon by both parties. Effective communication is crucial to determine the meeting specifics and ensure a smooth and productive mentoring experience.

The Mentor and Mentee are required to document each meeting in the electronic journal. For well-documented and productive sessions, please outline an agenda beforehand and detail key takeaways and outcomes by journaling at the end of each session.

## GET STARTED



SCAN TO START YOUR  
MENTORSHIP JOURNEY

# CONSIDERATIONS

## LEGAL & ETHICAL CONSIDERATIONS

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- **Confidentiality:** Mentees should respect the confidentiality of the information shared by their Mentors. Information about the Mentor's personal life or professional matters should not be disclosed without their explicit consent.
- **Non-Discrimination:** Mentees should not discriminate against Mentors based on characteristics such as race, gender, age, religion, sexual orientation, or disability. Fair and equal treatment is essential.
- **Informed Consent:** Mentees should ensure that Mentors are aware of their mentoring goals, expectations, and any potential risks from planned activities. Mentees must give informed consent to participate.
- **Boundaries:** Mentees should maintain appropriate professional boundaries. Avoid engaging in activities that could be perceived as inappropriate or crossing professional boundaries.
- **Professional Competence:** Mentees should receive advice and guidance within their Mentor's areas of expertise. Mentees may question the validity and effectiveness of their Mentor's advice and guidance.
- **Autonomy:** Mentees have and are to maintain autonomy. They should not feel pressure to make decisions against their will. The final decisions should be made by the Mentee.
- **Duty of Care:** In the best interest of the Mentee's development and well-being, Mentors have a duty of care to provide support and guidance.
- **Avoiding Harm:** Mentees should avoid causing personal or professional harm to their Mentors, either intentionally or unintentionally, and should take steps to protect their Mentor from harm.
- **Ethical Communication:** Mentees should communicate honestly and transparently with their Mentors, providing accurate information and avoiding deception.
- **Feedback and Evaluation:** Mentees should receive constructive feedback and evaluations in a respectful manner, with the aim of promoting their growth.
- **Documentation:** Keeping records of mentoring interactions, agreements, and progress are essential for accountability and should be treated confidentially.
- **Termination of the Relationship:** The Mentee-Mentor relationship should be terminated professionally and ethically, if necessary, with proper notice and support for the Mentee's transition.





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***START HERE!***

