

MENTORSHIP PROGRAM



**Career
Development**



MENTOR HANDBOOK



Career Development

Thriving Together Through Mentorship

TABLE OF CONTENTS

- Welcome Message
- Program Overview
- Defining Mentorship
- Mentor Responsibilities
- Areas of Mentorship
- Benefits of Mentorship
- Selection & Onboarding
- Legal & Ethical Considerations

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.”



Kristin Chandler

Executive Director
Career Development
morris@ulm.edu
318.342.1144

Career Development

1.318.342.5338 | careerdevelopment@ulm.edu
www.ulm.edu/careerdevelopment

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 vast pool of knowledge and experience of Mentors to nurture the next generation of professionals. By participating in this program, you will have the opportunity to build meaningful relationships, share insights, and learn from the experiences of others. We are committed to creating a Mentorship culture that promotes personal, professional and academic excellence.

OBJECTIVES AND GOALS

- **Academic Success:** Mentoring 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:** Mentoring nurtures leadership skills that include motivation, collaboration, setting and achieving goals.
- **Alumni Engagement:** ULM alumni 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.

DEFINING MENTORSHIP

Mentor, as defined by the American Psychological Association, is an individual with expertise who can help develop the career of a Mentee.

The Mentor often has two primary functions:

- Career-related function: As a coach who provides advice to enhance the Mentee's professional performance and development.
- Psychosocial function: As a role model and support system for the Mentee.

Mentor, as defined in the Oxford Dictionary, is a person who acts as a guide and adviser to another person, especially one who is younger and less experienced.

OUR DEFINITION

- Mentorship is a formal relationship in which a Mentor guides a Mentee's professional development through a structured program.
- The Mentor challenges the Mentee to identify a path toward their goals, focusing on skill development.
- The Mentor and Mentee 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 Mentor is gratifying, as it involves passing on valuable knowledge and experiences.
- Being a Mentee is gratifying in that it offers professional development and guidance in a more personalized format.
- Positive Mentor-Mentee relationships enhance career and personal development for both parties.
- As Mentors, individuals pass on their legacy and knowledge to future Mentors, now Mentees, creating a generational impact.

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

RESPONSIBILITIES

MENTOR RESPONSIBILITIES

- **Build a Trusting Relationship:** Foster a trusting and supportive relationship with your Mentee.
- **Set Clear Expectations:** Define the goals and objectives of the mentoring relationship.
- **Share Knowledge and Experience:** Provide insights, knowledge, and real-world experience.
- **Empower and Encourage Growth:** Encourage your Mentee to take ownership of their development.
- **Offer Constructive Feedback:** Provide constructive and specific feedback.
- **Help Problem-Solve:** Assist your Mentee in identifying and solving challenges.
- **Set Goals and Milestones:** Work with your Mentee to set SMART goals and track progress.
- **Promote Self-Reflection:** Encourage your Mentee to reflect on their experiences and learning.
- **Respect Confidentiality:** Maintain confidentiality regarding your Mentee's information.
- **Be Available and Accessible:** Make yourself available for regular check-ins and be responsive.
- **Acknowledge Diversity and Inclusion:** Respect and embrace the diversity of your Mentee's background.
- **Lead by Example:** Demonstrate the qualities and behaviors you expect from your Mentee.
- **Be Patient and Flexible:** Understand that growth takes time, and different people have varying learning paces. Be patient and flexible in your approach to mentoring.

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

AREAS OF MENTORSHIP

LIFE SKILLS

Mentorships that focus on skills development help the Mentees learn specific skill sets in order to develop themselves and increases their marketability. There are several skills needed to be successful. Here are a few recommended focus areas:

- **Emotional Intelligence:** The ability to identify and manage your own emotions and the emotions of others.
- **Initiative:** Taking the opportunity to act or take charge before others do.
- **Time Management:** Planning and exercising conscious control over the amount of time spent on specific activities.
- **Communication:** Ability to communicate verbally, non-verbally, and in writing effectively.
- **Team Player:** Ability to work well with others.
- **Problem Solving:** Evaluate the problem, gather information, break problem down into parts, identify solutions, choose best solution, take action, examine results, test and review.
- **Critical Thinking:** The objective analysis and evaluation of an issue in order to form a judgment.

An outlet to be an
advocate for others.

CAREER EXPLORATION AND SELF-AWARENESS

- This includes assisting your Mentee in making informed educational and occupational choices through mentorship and job shadowing experiences.
- A career is a lifelong journey, and you will assist your Mentee with the mentorship, tools, connections and space for self-assessment and reflection that will help him or her to launch a career that is grounded in a sense of his or her own values, strengths, and interests.
- Mentorship should allow the Mentee to assess their strengths and weaknesses, thus assisting him or her with being more introspective and realistic in moving forward with his or her desired career path.

NETWORKING

- About 80% of jobs are not advertised, so relationship building and connecting with people is vital for professional gain. The relationships built now can be beneficial for the rest of your Mentee's college career as well as through his or her professional career.
- Whether your Mentee identifies as an introvert, viewing networking as a necessary evil, or an extrovert who loves meeting new people, they will need you to help them make connections and refine their networking approach, which will boost their opportunities.
- Here is a basic framework for networking sessions: focus on interacting with the individual, first ask a non-work related then a work-related question, share your goal, share your contact information.

BENEFITS

MENTORS' BENEFITS

- 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

MENTEES' BENEFITS

- 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

BENEFITS TO ULM

- Engages alumni with students
- 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 | CREATE ACCOUNT

Scan the QR code or visit:

webapps.ulm.edu/mentorship/node/add/mentee_application

2 | APPROVAL

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

Mentees will view your profile and email you to schedule interviews during the Matching Period. Mentees are allowed to interview any number of Mentors before selecting one. When a Mentee selects you as a Mentor, you will receive an email notification.

4 | ONBOARDING

Documentation

After you have been selected as a Mentor:

- You may choose to contact your Mentee to discuss communication and availability.
- You will both receive a link to your electronic journal reporting form.
- You will attend ULM Mentorship Program Orientation.

First Meeting

In your first meeting as a Mentor, establish a comfortable environment, actively listen to your Mentee's goals, clarify roles, and further discuss communication and availability. Encourage their ownership of their personal growth, emphasize confidentiality, and set a positive tone. Plan for follow-up meetings and be open to questions. This meeting sets the foundation for a successful mentoring partnership with you guiding and the Mentee actively participating in the process.

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 BEGIN YOUR
MENTORSHIP JOURNEY
webapps.ulm.edu/mentorship/node/add/mentor_profile

CONSIDERATIONS

LEGAL & ETHICAL CONSIDERATIONS

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



**Career
Development**

700 University Avenue | Monroe, LA 71209
ulm.edu/careerdevelopment
318.342.5338 | careerdevelopment@ulm.edu

START HERE!

