



**MENTORSHIP AT TUFTS UNIVERSITY: THE MENTEE GUIDE**

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## WHY IS MENTORSHIP IMPORTANT?

Mentorship is a relationship between a mentor and mentee where the mentor provides guidance to the mentee. This can happen in different ways:

### SKILL DEVELOPMENT AND KNOWLEDGE IMPARTATION

- » Mentors can help mentees gain skills and refine the ones they already have. For example, time management and having an entrepreneurial mindset.
- » Mentors can help mentees make educated decisions.
- » Mentors can help in goal setting, specifically introducing SMART goals.
- » Mentors can help with self-advocacy.
- » Mentors can help with self-reflection.
- » Mentors can guide mentees to identify and appreciate their strengths.

### CAREER NAVIGATION

- » Mentors can provide guidance on career choices.
- » Mentors can help with the practical nuts and bolts related to a job and internship search: including cover letter, resume review, and interview preparation.
- » Mentors can help with navigation of workplace culture including the importance Diversity, Equity, and Inclusion initiatives.
- » Mentors help establish specific career goals.
- » Mentors can teach mentees how to advocate for themselves in their career.

### NETWORKING

Mentors can help mentees make connections with other professionals in their field and help them to build relationships that are beneficial.

- » Informational Interviews
- » Professional Conferences

### FACING CHALLENGES

- » Mentors can provide encouragement and offer advice on overcoming challenges.
- » Mentors can build on the concept of resilience.

## SPECIFIC GOALS DURING A MENTORSHIP

The goals of your mentorship relationship will differ based on where you are in your personal career development. For example, if you are a senior, your mentor may help you navigate the end of your time at Tufts and prepare you for your future in the workforce or in a graduate program.

Some specific goals include:

- » Resume review
- » Conducting informational interviews
- » Interview preparation
- » Learning about salary & job negotiation

## MENTORSHIP RELATIONSHIP

What should a mentorship relationship look like?

The ingredients to any great mentorship relationship are many, but we think there are 4 essential factors in a great mentorship:

### GOOD COMMUNICATION

- » There should be clear communication between mentor and mentee.
- » Communication should be regular. Emails should be answered in a timely manner.
- » Respect should be core to every interaction between the mentor and mentee.

**IMPORTANT NOTE:** Failure to communicate in a timely manner with your mentor may result in removal from the mentorship program.

### CLARITY

- » Goals should be clear about what your mentorship relationship will look like including:
  - How often you will meet.
  - How long you can commit to the mentorship.

Goals and expectations of the mentorship should be set in the first meeting with your mentor. We also recommend signing a mentorship contract with your mentor.

## VULNERABILITY

- » Communication should be truthful and honest. Mentors should share about their journeys, about their strengths and weaknesses, and also about what they lack expertise in.
- » Mentees should be truthful about their needs, their challenges, and any insecurities related with career development.

## RESPONSIBILITY

- » Mentors and mentees hold each other accountable to the goals set by both of you in the mentorship. Both are also responsible for having regularly scheduled mentorship meetings.
- » Depending on if you are in a formal mentorship program, communicating to the mentorship program contact about your meetings and/or mentorship goals will be required.
- » Any major changes to your schedule such as studying abroad or other travel plans that can impact your ability to meet will also need to be communicated with your mentorship program contact.

## QUESTION TO ASK YOUR MENTOR IN THE 1<sup>ST</sup> MEETING

### Questions to Get to Know Your Mentor:

- » Tell me about yourself: your background, your family, and anything else that you are willing to share in confidentiality.
- » Can you tell me about your career path?
- » Why do you want to be a mentor?
- » Have you had any prior mentorship experiences? If so, what did you find most helpful? What did you find not helpful?

### Questions about Expectations and Boundaries:

- » How often would you like to meet (or connect) and for how long? Are there any challenges in your schedule I should be aware of?
- » What is your preferred method of communication?
- » What is your communication style? How do you want to check in on the goals we set during this mentorship?

- » What are your expectations for what a good mentor-mentee relationship looks like?
- » Is there anything you feel uncomfortable discussing or that's off-limits?

## RESOURCES FOR YOU

- » **Tufts Career Center website** — <https://career.tufts.edu>  
Career Center Events Calendar: The Career Center has many events throughout the semester including info sessions from employers. Mentees should keep an eye out every week for any events in their fields of interest.
- » **Resume writing** — <https://careers.tufts.edu/channels/resumes>
- » **Career Conversations** — <https://careers.tufts.edu/resources/informational-interview>
- » **SMART Goals Resource** — <https://www.forbes.com/advisor/business/smart-goals>
- » **Building a LinkedIn profile** — <https://careers.tufts.edu/resources/build-a-linkedin-profile>
- » **How to create a LinkedIn profile from Coursera** — <https://www.coursera.org/articles/linkedin-profile>
- » If you want structured meeting sessions for your mentorship check out the Mentorship Playbook created by PeopleGrove, which hosts Tufts' The Herd platform — <https://tinyurl.com/tuft51>
- » **APA Introduction to Mentoring: A Guide for Mentors and Mentees**  
\*Please note that this content has been adapted from the American Psychology Association — <https://tinyurl.com/50AmAPA>

## FAQs for Mentees

- » **How can I build a strong mentee-mentor relationship?**  
Share your goals and expectations. Be clear and honest about your vision for the mentorship. Be open to feedback and suggestions. Be respectful of your mentor's time and expertise. Remember to share your perspective and experiences.
- » **What if I think my mentor is giving me the wrong advice?**  
If you think the advice you received is not accurate, please reach out to your mentorship contact.

» **What if I have a conflict with my mentor?**

If you have a conflict with your mentor, it is important to address it directly and respectfully. Try to understand the other person's perspective and be willing to compromise. If you are unable to resolve the conflict on your own, please reach out to your mentorship program contact to resolve the issue.

» **What if my mentor is unresponsive or a no-show to a meeting?**

Please inform your mentorship contact immediately to address this situation with your mentor directly.

» **What if I feel like my mentor is not meeting my needs?**

If you feel like your mentor is not meeting your needs, it is important to communicate this to them. Be specific about what you are looking for. If you are unable to find a resolution, please e-mail your mentorship contact immediately.

## TUFTS COMMUNITY STANDARDS & PROFESSIONAL CONDUCT

As a reminder, Tufts has the following community standards:

**INTEGRITY**

**COMMUNITY**

**RESPECT**

**SOCIAL JUSTICE**

**RESPONSIBILITY**

**\*If your mentorship program is hosted on The Herd Platform, please review the following code of conduct for using The Herd.**

**The Herd**  
**Professional Responsibility Agreement for Mentees**  
**8/25/23**

The below agreement sets forth the guidelines and goals of THE HERD, Tufts University's online networking and mentoring platform/program. Mentors and mentees\* agree to make a good faith effort to engage and contribute to the relationship with students and alumni in a professional manner and abide by the guidelines set forth by Tufts University at all times.

***As a member of The Herd, I am prepared to professionally network and will be held to high ethical standards and responsibility.***

I understand and agree to the policies and principles below, which have been established to ensure my professionalism and character during my involvement in the program. The Career Center and the Office of Alumni Engagement are committed to helping me develop the necessary skills to cultivate/pursue professional connections and opportunities. I recognize that my actions will reflect upon me, fellow students/alumni, and the University. I will provide accurate information in all materials and actions during my career preparation, networking, and internship/job search while interacting on/off campus with those in The Herd community (includes: alumni, students, parents, faculty/staff). I will communicate and present myself professionally, while being courteous/respectful in my interactions (in person, in writing, by phone, video call or email).

**I will not use The Herd platform/program to solicit business. I will not use The Herd as a dating/social platform. I understand that all relationships are to be of a professional nature. I will report any inappropriate use of the platform to [theherd@tufts.edu](mailto:theherd@tufts.edu).**

**Program Purpose**

The goal of The Herd networking and mentoring program is to provide real-world, beyond-the-classroom exposure, helping students build relationships with industry professionals by engaging current students and Tufts alumni, parents, and friends in mentoring relationships.

Tufts University expects program participants to demonstrate professional integrity and to comply with the expectations and guidelines for participation as well as all applicable University policies, including the Tufts University Student Code of Conduct, the Tufts Sexual Misconduct and Non-Discrimination Policy, and the expectations set forth in this agreement. Discrimination, harassment, and sexual misconduct are prohibited.

While the mentee/mentor relationship is personalized, it is imperative these relationships remain professional. Mentors and mentees are expected to be strictly professional, and the relationship should be and look like a mentor/mentee relationship in a business organization.



Mentors and mentees have the right to end the mentoring relationship at any time. Tufts University may also remove participants from The Herd program when warranted, as determined in its sole discretion.

### **Communication**

- All software platforms used to manage The Herd at Tufts are intended for official University use related to the program and for individual communication between Tufts mentees, mentors, and the University staff administering the platform and program. Use of any information contained therein for any other purpose is prohibited.
- Participants should make sure that all communication (whether face to face or by email, mail, phone, social media, or otherwise) is conducted in a professional, business-like manner, both in content and tone.
- Participants agree that Tufts University may contact them directly with messages related to The Herd, including requests for feedback regarding program experience. Participants also agree to respond in a timely fashion.

### **Mentees (Students/Advice Seekers) will:**

- Respect time and expertise, utilize available resources to ensure that all outreach emails are professional, honor all commitments, and seek to achieve goals as jointly agreed upon with their mentors
- Evaluate their goals and interests, share information about themselves, and showcase their interest in forming a relationship with their mentors through research about their mentors' areas of expertise and career journey
- Never initiate a request for a job or internship from their mentors. While relationships may evolve to a place where mentors are able to connect mentees with employers and organizations of interest, mentees should not initiate this request.
- Acknowledge calls, emails, and invitations, and respond appropriately in a timely manner (within 24-48 business hours). Mentees will respond as early as possible providing alternate times to connect if their schedules change. Mentees should understand mentors are working professionals and being flexible and adaptable to the changing schedules of mentors is necessary
- Be actively engaged. Mentees will recognize their responsibility for initiating and working jointly with their mentors to set and meet all expectations for flash and if desired, long-term relationships
- Be prepared for each discussion with mentors. Mentees should prepare an introduction about themselves and research their mentors before their initial phone call or meeting
- Arrange to be in a quiet place during any phone or video calls and always come prepared with a list of questions and items they hope to discuss, while remaining open to detours within conversations

- Be open to discussing their hopes, fears, and uncertainties about the past, present, and future
- Actively listen to stories shared by mentors and ask questions about their career journey
- Respect the confidentiality of shared information. All communication should remain confidential unless otherwise agreed upon
- Thank mentors for taking the time to speak with mentees and reflect on the conversation. Mentees should follow-up on all commitments in a timely manner and remember that mentorship is a two-way street
- Share and celebrate success with mentors. If mentees land an internship, make a pivotal decision, get accepted to grad school, or receive a job interview, they'll let mentors know and always thank them for any advice or direction they have provided along the way

### **Privacy**

- The mentoring relationship may involve sharing information that is not appropriate to share with others. Except with regard to reporting concerns to the University, participants should not without consent disclose, share, duplicate, or distribute information shared in the course of mentorship discussions.
- Participants understand that some or all program administrators will be able to view all information that is added to profiles and all communications that are sent through the platform.

**I have read, understood, and agree to follow the participant expectations and guidelines of The Herd @ Tufts program.**