MORGAN STATE UNIVERSITY ALUMNI MENTORING PROGRAM

PROGRAM GUIDELINES

Georgia Sawyer, Program Coordinator
Office of Student Success and Retention
Morgan State University
**MSU ALUMNI MENTORING PROGRAM (AMP)**

The objective of the new MSU AMP is twofold. First, it provides mentors with a meaningful volunteer opportunity to learn about the current student experience while also becoming a more engaged Morgan State University ambassador. Secondly, it allows students to gain valuable networking experience that will be critical to their future success, while also exposing them to the Morgan Alumni Association. Mentors can provide specific information regarding career paths, occupations, and industries, as well as provide advice for students who are in the job exploration or job search process.

Each alumni mentor will work with up to three mentees for one year. It is expected that each pair will communicate at least once monthly.

The format is designed to be flexible in order to meet the varied needs and schedules of the participants. Each mentor and mentee should work together to define the scope of the relationship, including understanding each other’s expectations, and determining what will work for them. The relationship should be mutually beneficial without becoming too demanding.

**PROGRAM GOAL:**

The Morgan State University Alumni Mentoring Program aims to connect freshmen, the graduating “Class of 2018,” to alumni mentors to provide guidance and support as students work to complete their undergraduate degree. The overall goals are to increase MSU student retention and graduation rates, to increase new student satisfaction, and to provide meaningful opportunities for alumni to give back to alma mater.

**MSU AMP GUIDELINES**

Once the student and “alum” have been informed of their match, they will make contact via phone or email and develop a mentoring relationship that works for them.

Mentors will be emailed the program guidelines along with the contact information for their “Class of 2018” mentee(s). Students will be emailed the program guidelines along with the name and email address of their alumni mentor.

Both the alumni mentor and the student mentee will agree to the terms and conditions outlined in this document as guidelines for the MSU AMP.

**Alumni Mentors**

Serving as an alumni mentor is one of the best ways alumni support and can give back to first-year students. Mentoring does require a time commitment, but that commitment can be as much or as little as each person’s schedule permits. The time period is generally during the school year—from October through May. Each mentor is asked to complete a minimum of four "interactions" with your student mentee during the course of the year. Examples of appropriate interactions include:

1. Contact your mentee via email or telephone to discuss your area of practice, share opinions about your field of work environment or any other professional topic of interest to your mentee.
2. Critique your mentee’s resume.
3. Conduct a mock job interview with your mentee.
4. Respond to the mentee’s job search-related questions via email or telephone.
5. Introduce the student to colleagues who are working in fields outside your areas of expertise.
THE MATCHING PROCESS

The matching process is designed so that students and mentors are matched by the MSU AMP staff based on the profiles that potential mentors and students have completed.

Student Matching

Once matches are made, mentors are expected to make the first contact with their assigned student(s). Students and their mentors are expected to participate in the program through May 2015 for the balance of the academic year, return phone calls and e-mails, participate in MSU AMP activities, and notify the AMP staff if they are unable to fulfill any of their commitments.

ALUMNI MENTOR PROGRAM MENTOR ELIGIBILITY

In order for Morgan State University alumni to take part in the Alumni Mentor Program, the alumni must apply and be accepted into the Alumni Mentor Program. Eligible alumni will:

- Be a Morgan State University alumnus in good standing with the University;
- Agree to be listed in the Alumni Mentor Program directory and database for current student selection;
- Agree to contact current students via phone or email at least four times over the course of the academic year.

Once the student and “alum” have been informed of their match, they will establish contact and develop a mentoring relationship that works for them.

Note:

The Morgan State University Alumni Mentor Program is not intended to facilitate job placement opportunities. As a voluntary program, the University relies on the information provided by the participants themselves and makes no other representations concerning the participants. Further, while the University assists in matching students with mentors, once each match is identified the University is NOT responsible for any aspect of the mentor-mentee relationship, including the pursuit or continuance thereof.

This program does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability.

QUESTIONS FOR THE MENTOR AND MENTEE TO ASK OF EACH OTHER

- What do you expect from this relationship?
- Who will initiate the contact?
- Do you have any concerns about trying to establish this relationship?
- If at any time we become uncomfortable with something in the relationship, how should we proceed?
- Let’s discuss what kind of relationship we would like this to be?

MENTOR TIPS

What Makes a Good Mentor?

In addition to being a knowledgeable resource to students, the best mentors are supporters, motivators, and challengers. Set goals, create expectations, keep momentum, and provide insights that students didn't even know they were lacking.
Set Your Goals
The first thing to do as a mentor is to help your student set goals for your relationship. This way you have a clear direction and your student will be sure to benefit from the program.

- Ask your student what their goals are for your relationship - what they would like to learn from you.
- Don't be afraid to make suggestions or share information you think they should know.

Set Communication Parameters
During your first conversation, set the following expectations:
- When and how will you contact each other?
- How often will you interact?
- What is your preferred method of contact?
- Are there any additional boundaries to be discussed?

What Do Students Want to Learn?
- Recommendations for college survival and success
- How to prepare for their chosen career while still in college
- Importance of building a portfolio with internships
- Career options for a specific major
- Other majors to consider for a specific career
- General/specific career information
- Interviewing skills
- Networking skills
- Resume building
- Professional etiquette
- Business ethics
- Benefits/career path/location/advancement opportunities

STUDENT TIPS

Set Your Goals
- Think carefully about what you want out of your mentorship.
- Communicate with your mentor regarding what you want to learn.
- The more you know your own goals, the better your mentor can help you.
- Ask your mentor if there is something you should learn from them. They may know something of which you may never have thought.

Suggested Discussion Topics
- How to manage time and establish a study schedule
- How to prepare for your chosen career while still in college
- How to build a portfolio and experience that make you attractive to employers
- Other majors to consider for your chosen career
- General/specific career information
- Interviewing tips
- Professional etiquette tips
- Networking tips
- Resume building
- Business ethics
- Benefits/career path/location/advancement opportunities
Set Communication Parameters

During your first conversation, set the following expectations:

- When and how will you contact each other?
- How often will you interact?
- What is your preferred method of contact?
- Are there any additional boundaries to be discussed?

What if there is a problem with my mentoring relationship?

If you are experiencing any problems in your relationship or have any questions, please notify the MSU AMP team so that we can help you. We want you to have a satisfying experience, and often we can intervene and work toward possible solutions that will improve the relationship.

Be Professional...

This is a professional relationship! Speak appropriately, be courteous, and remember that this relationship can be extremely rewarding in the long-term.

Take Initiative...

Take ownership of your relationship. Be the one to initiate contact with your mentor and keep momentum going. Communication is the key to success.

THANK YOU!

We hope you find this program to be a rewarding experience. Thank you for sharing your expertise and supporting the Morgan State University “Class of 2018.”

If this sounds like an exciting and rewarding opportunity, please contact the Office of Student Success and Retention by emailing georgia.sawyer@morgan.edu or calling (443) 885-3651.