



**Student Mentoring Program**  
**HANDBOOK**

Building meaningful relationships  
leading to student success

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# McHenry County College

## Student Mentoring Program Mission and Objectives

### **Mission:**

Empowering student success and self-advocacy through mentoring.

### **Program Objectives:**

Building meaningful relationships:

- Empower students to use their own voice
- Establish valued professional relationships
- Strengthen accountability skills
- Develop a supportive network
- Create and actively pursue S.M.A.R.T. goals (set in first mentoring meeting)
- Discover personality type
- Understand self-awareness and its importance to success
- Acquaint mentor and mentee through one another's background
- Share experiences, formal and informal
- Discuss protocol, goals, motivation, and self-advocacy

## **The Mentor and Mentee Commitment**

No two mentor/mentee relationships will be alike. For the mentoring relationship to be meaningful to both parties, a significant amount of personal time should be invested. The following are examples of tasks that may enhance the mentoring relationship.

- Sharing professional/personal experiences
- Researching information
- Sharing educational/study tips
- Working on goals and designing an individual mentoring action plan
- Evaluation outcomes

## **Mentor Requirements**

- Mentor is mandated to disclose information if it involves the mentee discussing harm to themselves or others
- Track all communication and meetings with mentee
- Establish mentoring schedule, all mentorship meetings should take place on campus or via Zoom. Exceptions may be made in extreme circumstances.
- Help mentee develop a minimum of two S.M.A.R.T (Specific, Measurable, Attainable, Realistic and Timely) goals
- Review contract GPA, retention and completion goals
- Receive weekly update on goal progress in writing via text or email
- Meet with mentee a minimum of five times during the semester
- Communicate with mentee frequently with the goal of building the mentor/mentee relationship, face to face, email, texting, phone, messaging
- Assist mentee with Career Coach Planning exercise if not already completed (see appendix)
- Consistency is paramount to the success of this program; mentors **MUST** be present and on time for all scheduled meetings with mentee
- Attend social event with mentee if schedule allows (note dates of possible social event will be sent out at the end of each month for the following month)
- Ensure mentee meets with advisor or success coach to schedule next semester courses before registration
- Use resources from SMP folder
- Notify Student Success Coach if mentee is not engaged
- Follow all college policies and procedures
- Complete program assessment on time

## **Mentee Requirements**

- Work with mentor to set up and actively pursue the completion of 2-5 S.M.A.R.T (Specific, Measurable, Attainable, Realistic and Timely) goals
- Shows ability to maintain or improve GPA from semester to semester
- Inform mentor of goal progress each week
- Establish mentoring schedule, all mentorship meetings must take place on campus with limited exception
- Honest communication with mentor, benefits of the program are fully contingent upon honest and open communication
- Meet face to face with mentor a minimum of five times during the semester
- Communicate with mentor frequently with the goal of building the mentor/mentee relationship, face to face, email, texting, phone, messaging
- Participate in Career Coach Planning exercise (see appendix)
- Attend all scheduled meetings, if unable to make a meeting notify mentor immediately, do not let the meeting time pass without reaching out to mentor
- Attend two Success Workshops per semester
- Attend at least one Diversity Equity and Inclusion event/workshop per semester
- Attend social event with mentor
- Meet with advisor to schedule the next semester courses before registration
- Follow all college policies and procedures under the Code of Student Conduct
- Reach out to mentor immediately with any concerns or issues of which they can be of assistance with
- Complete and sign contract
- Complete program assessment
- If mentee needs to drop a class within the semester, they must meet with their mentor prior to dropping the class

## **Partnering Protocol**

- Establish boundaries
- Do not stereotype or generalize
- Avoid making assumptions, such as, “My mentor will never understand my perspective”
- Examine your internal beliefs about what the other person represents
- Strive to be transparent
- Find a common denominator to put each other at ease
- Use inclusionary thinking and behaviors
- Articulate any fears about working with a person representing a significantly different perspective
- Always maintain responsible and professional behaviors

# Meeting Agendas

## Initial Meeting

- Take a few minutes to build a personal relationship
- Ask about family, hobbies, and other areas of personal interest
- Work to understand your mentee's learning style
- Complete Mentoring Contract
- Together, answer the following questions:
  - How should we work together?
  - How often should we meet?
  - What are the best times for a meeting?
  - Where should we meet?
  - What is the best method of communication?
  - Why do you want to participate in the program?
- Develop and review mentee's goals
  - What goals do you want to set for yourself in this program?
  - What led you to these goals?
  - What do you anticipate being the biggest challenge in achieving your S.M.A.R.T. goals?
  - What help or resources do you need to achieve these goals?
  - How often should goals be reviewed? Should be determined by mentor.
  - What methods should be used to review the goals? Should be determined by mentor.
- Record the meeting in a journal for future reference
- Confirm the next scheduled meeting
- Provide referrals and resources (on and off campus) as deemed necessary
- Prepare for future meetings with recommendations of events and/or actionable items

## Subsequent Meetings

### **Mentee should:**

- Include a verbal progress update on program requirements at each meeting, review status of goals, and elicit feedback
- Devise a plan of action to take place in between the current meeting and the next with mentors' guidance
- Discuss academic/work/social/life updates

### **Mentor should:**

- Provide encouragement and feedback on progress update
- Assist in developing an actionable and realistic plan for mentee between current meeting and the next
- Share any experiences or knowledge that may be helpful to mentee based on academic/work/social/life updates
- Record the meeting in a journal for future reference
- Confirm the next scheduled meeting
- Provide referrals and resources (on and off campus) as deemed necessary
- Prepare for future meetings with recommendations of events and/or actionable items

## Institutional Commitment

In addition to providing mentor support and guidance for the program, the college will support:

- Funding for the following tiered incentive program:

<i>Time Frame</i>	<i>Requirements</i>	<i>Incentive (based on percentage of completion of requirements, i.e. 50% completed requirements earns 50% of incentive after first semester)</i>
End of first semester in Mentoring Program	<ul style="list-style-type: none"> <li>▪ Met GPA goal</li> <li>▪ Attended required workshops/events</li> <li>▪ Participated in all scheduled sessions with mentor</li> <li>▪ Met retention goal</li> <li>▪ Met course completion goal</li> <li>▪ Met established S.M.A.R.T. goal measurements within timeframes</li> </ul>	One MCC gift card up to \$100  [Students are eligible for an Amazon giftcard if it is their last semester at MCC]
End of second semester in Mentoring Program	Same program requirements each semester – please see semester one requirements.	One MCC gift card up to \$150  [Students are eligible for an Amazon giftcard if it is their last semester at MCC]
End of third semester in Mentoring Program	Same program requirements each semester – please see semester one requirements.	One MCC gift card up to \$200  [Students are eligible for an Amazon giftcard if it is their last semester at MCC]
End of fourth semester in Mentoring Program	Same program requirements each semester – please see semester one requirements.	One MCC gift card up to \$250  [Students are eligible for an Amazon giftcard if it is their last semester at MCC]

- Allow faculty to use student conference hours for mentoring meetings
- *MCC reserves the right to modify Student Mentoring program as needed.*



## **Timeframe**

- Mentoring is ongoing throughout a student's time at MCC, the mentoring program application deadlines are:
  - FALL – end of September
  - SPRING – end of February
- Mentoring schedule will vary from relationship to relationship
- Five face to face meetings are required per semester with limited exceptions
- Weekly communication via phone, text, email, messaging is required

## **Evaluation**

- Completion of program requirements
- Each mentor will submit a final evaluation
- Each mentee will submit an end of semester self-evaluation

# Mentoring Contract

This is an official contract required for your participation in the mentoring program. Please read over carefully and understand what you are agreeing to. Signing this contract and participating in the program you understand that program and outcomes can be shared among college officials, however your identity will remain confidential.

**Mentee name:** \_\_\_\_\_

- Work towards the following program goals:
  - Maintain/Achieve a cumulative GPA of \_\_\_\_\_
  - Retention: I will register for next semester courses prior to the end of the current term.
  - Course completion: I will not drop any courses during the semester without discussing the implications with my mentor first.
  - Attend two Success Workshops each semester.
  - Attend one Diversity, Equity, and Inclusion Event/Workshop each semester.
  - Complete Career Coach Planning exercise
  - Attend Career Service Event/Workshop
  - Work to achieve my identified S.M.A.R.T. goals.
- Participate in open, honest, trustworthy, effective, two-way communications.
- Bring creativity, innovation and passion to the relationship.
- Take responsibility for my own progress and recovery from mistakes.
- Ask for information, ideas and feedback regarding my progress.
- Listen to my mentor and provide clear understanding.
- Seek other on-campus resources.
- Seek opportunities to learn.
- Participate in program events as my schedule allows.

\_\_\_\_\_  
Mentee signature

\_\_\_\_\_  
Date

## As a mentor I will:

- Nurture the relationship, with open, effective, two-way communications, providing feedback.
- Observe the mentoring protocol.
- Honor my mentee's trust even after the partnership.
- Bring creativity, innovation and passion to the relationship.
- Provide additional resources and opportunities for my mentee.
- Mentor will contact the Director of Crisis and Intervention if mentee discloses information involving harm to themselves or others.

\_\_\_\_\_  
Mentor signature

\_\_\_\_\_  
Date