UNIVERSITY OF CINCINNATI BLUE ASH

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CINCINNATI YOUTH COLLABORATIVE

2019 – 2020

COLLEGE MENTORING CURRICULUM

**First Year Curriculum Communication**

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## Week 1 – “Getting to Know You & Goal Setting”

**MENTOR MESSAGE:** Welcome to College Mentoring at UCBA! We are so excited to have you working with us this year and cannot wait to see what you and your Mentee(s) will accomplish.

If you have not already had the chance to meet or talk with your Mentee(s), please reach out to them at your earliest convenience. Remember that it is always okay to initiate conversation, in fact, it is encouraged! For most students, this is their first time participating in a formal Mentoring relationship. So, feel free to show them awesome examples of outreach and communication from the start!

*Goal Setting*

Throughout the year you will be covering many topics of interest for first year students with your Mentee(s), which will allow them to reflect and learn about themselves through conversation. Take this time to start off your Mentoring relationship by discussing different goals they would like to accomplish this year, and what they can do to achieve those goals. Not only will you be helping them recognize what is personally important, but this is a great conversation to help personally deepen your Mentoring relationship. We have included a few different exercises to help.

**-SMART Goals:** Discuss SMART (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**imely) Goals with your Mentee(s), and fill out the correlating worksheet with them, allowing them to organize their SMART Goals on paper. Encourage your Mentee(s) that these SMART Goals should be attainable this semester, or this academic year, and that you will be checking in from time-to-time about their progress!

-**Personal Vision Board:** If you and your Mentee(s) are feeling creative or want to explore another goal-organizing avenue, feel free to head to head over to [Dream It Alive](https://www.dreamitalive.com/). This website helps you create a free, online vision board that will allow your Mentee(s) to upload it as phone background or as a wallpaper on their computer. This is a great way to keep these goals in the forefront!

**-Discussion and Reflection:** Use this opportunity to talk to your Mentee(s) about your goals, and what you do to be successful! Tell them about a time when you had a past goal, what worked well for you, what actions you took (or didn’t take), and how you held yourself personally accountable to achieve it in the end. Did you have someone supporting you? If you didn’t, do you wish you had?

As always, we are here to support you and your Mentoring relationship(s), so please don’t hesitate to reach out to your on-campus Mentor Coordinator!

## Week 1 – “Getting to Know You & Goal Setting”

**MENTEE MESSAGE:** Welcome to the beginning of your first year at UCBA! We are so excited for the journey you will take during these upcoming months, and hope you are off to a fantastic start thus far!

This year you are participating in an on-campus College Mentoring program. It is designed to help you successfully tackle your first year of college, allow you to grow your network and communication skills, and start developing best practices to use in your academic and professional careers. Use your Mentor as a resource, sounding board, and success partner – they are here to help, and so are we!

By now, you should have had the chance to meet or talk with your Mentor. If you haven’t done so already, please connect with your Mentor at your earliest convenience.

*Goal Setting*

Throughout the year you will be covering many topics of interest for first year students with your Mentor, which will allow you to reflect and learn about yourself through conversation. Take this time to start off your Mentoring relationship by discussing your SMART (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**imely) Goals with your Mentor, and filling out the correlating worksheet to organize your SMART Goals on paper. This is a great opportunity to talk to your Mentor about their goals, and what they do to be successful! Ask them about a time when they had a past goal, what worked for them, what didn’t work for them, and how they held themselves personally accountable to achieve it!

Besides your SMART Goals, what are other things you would like to accomplish not only during your college and professional career, but more importantly, personally? If you and your Mentor are feeling creative or want to explore another goal-organizing avenue, feel free to head to head over to [Dream It Alive](https://www.dreamitalive.com/). This website helps you create a free, online vision board that will allow you to upload it as phone background or as a wallpaper on your computer. This is a great way to keep these goals in the forefront – They are not only a great personal motivator, but your actions should continuously align with what you want to achieve, even if those goals change from time to time!

## Week 3 – “Time Management”

**MENTOR MESSAGE:** Time management is truly the key for success, and it is best to practice (or learn how!) early on! It is an imperative skill for your Mentee(s) to start developing their daily routine to set them up for the rest of the semester, and hopefully into the rest of their academic career.

Continue to get into a communication routine with your Mentee! Ask them to establish a daily routine around what activities are fixed (class, work hours, commute time, etc.), and what activities are flexed (working out, hanging with friends, time spent on electronics, sleeping, etc.). Let them prioritize what is important, and how they can better their time management to better help their academic success. Use the daily time tracker included as a resource to encourage your Mentee(s) to write down their fixed and flexed activities for this semester. See if they can’t stick to that routine for the remainder of the year! Continue to share your real-life tips, tricks, and experiences!

You can also check out online workshops from [Student Lingo](http://www.ucblueash.edu/students/basics/lingo.html) with your student. Though there are several videos that can enhance student academic success and well-being, take a moment to check out the workshop Time Management – Strategies for Success.

## Week 3 – “Time Management”

**MENTEE MESSAGE:** Your first year of college might feel overwhelming – with classes, studying, a job, commuting, a personal life, and everything else! How does anyone have any time?

Well, time management is the key to success! Not only will it help keep you on-track and organized academically, but it is also a major skill you will need to have nailed down in any workplace environment. Remember those goals you discussed with your Mentor? You guessed it – Time management will help you successfully achieve those as well!

Continue to get into a communication routine with your Mentor! Take time to talk about your established daily routine around what activities are fixed (class, work hours, commute time, etc.), and what activities are flexed (working out, hanging with friends, time spent on electronics, sleeping, etc.). Prioritize what is important, and how you can better your time management to better help their academic success. Ask your Mentor to share to share your real-life tips, tricks, and experiences!

You can also check out online workshops from [Student Lingo](http://www.ucblueash.edu/students/basics/lingo.html) with your Mentor. Though there are several videos that can enhance student academic success and well-being, take a moment to check out the workshop Time Management – Strategies for Success.

## Week 5 – “Study Skills & Campus Support”

**MENTOR MESSAGE:** We are just over a month into Fall Semester, and this is the perfect time to check-in and see how your Mentee(s) is adjusting to the college life!

How are their classes going? Have they introduced themselves to their professors, utilized office hours, or sought-out on-campus support and resources?

1.Re-Organize- Sit down with your Mentee(s) to make sure they have every important deadline, due date, assignment and exam written down, and that they are keeping their calendar up to date. Encourage them to re-read the syllabus from each class as a way to remind them about attendance expectations and class requirements.

2.Connect- Remind your Mentee(s) to check in with their professors and visit during office hours! Not only are professors an awesome network to make on campus, but they are also the best resources! They might be able to give suggestions on how to better study for their assignments, go over notes and answer questions others might not be able too. Another way to connect? Suggest that your Mentee(s) connect with a peer in their classes or major!

3.Support- Ask your Mentee(s) to honestly evaluate how they feel about their courses and the grades they currently have. If they haven’t done so already, now is the time for them to check out all of the resources that UCBA to offer right on campus! With one-on-one tutoring, a Writing and Study Skills center, and the Math Lab, there is something for everyone! Ask your Mentee(s) if they are using any student services. If they are currently utilizing them, suggest to your Mentee(s) to make their visits to these services consistent and weekly!

Let this conversation to be a way for you to share some of your academic experiences with your Mentee(s). What do you wish you would’ve known your first semester of college? Do you have any study tips for them to try? What about a favorite professor you’re glad you connected with? You might be surprised by the conversation that will follow, and this is a perfect way to continue to deepen the relationship with your Mentee(s)!

## Week 5 – “Study Skills & Campus Support”

**MENTEE MESSAGE:** We are just over a month into Fall Semester, and this is the perfect time to check-in with your Mentor and let them know how are you adjusting to college life so far!

How are classes going? Have you introduced yourself to your professors, utilized office hours, or sought-out on-campus support and resources? Developed effective study skills?

1.Re-Organize- Sit down with your Mentor to make sure you have every important deadline, due date, assignment and exam written down, and that you are keeping your calendar up to date. Consistency is key! This is a perfect time to re-read the syllabus from each course as a reminder of the attendance policies, class expectations and course requirements.

2.Connect- Remember to check in with your professors and visit during office hours! Not only are professors an awesome network to make on campus, but they are also one of the best resources! They might be able to give suggestions on how to better study for their assignments, go over notes and answer questions others might not be able too. Another way to connect? Seek out a peer in your class or major. Not only can they make a great study partner, but you might be able to help each other out, swap notes, or make a new friend!

3.Support- With your Mentor, take time to honestly evaluate how you feel about your courses and the grades you currently have. If you haven’t done so already, now is the time for to check out all of the resources that UCBA to offer right on campus! With one-on-one tutoring, a Writing and Study Skills center, and the Math Lab, there is something for everyone! See if you can check out one or more of these resources on campus before your next meeting with your Mentor. If you are currently utilizing them, make sure your visits or appointments to these services are consistent and weekly. You will see better results!

## Week 7 – “Your Academic & Professional Network”

**MENTOR MESSAGE:** It is often said that “your network is your net worth”. Based on that, how much is your net worth at this moment in time? What have you done to have the network you have today?

Networking can be difficult for many first-year students to navigate! Have a conversation with your Mentee(s) around their confidence and ability to network. Do they feel comfortable talking to different people? Others in charge? Do they follow through in their relationships and communicate regularly? Let them know that having a network of people they know and trust is a great resource!

**Networking in the Academic Environment:** Encourage them to grow their network by stopping by professor’s office hours, engaging in on-campus activities, or talking to other students in their classes and major! There are so many free and engaging student life activities going on at UCBA each and every day – See if your Mentee(s) can attend one - you can go with them, too! Reach out to your on-campus Mentor Coordinator to learn more about the activities that are occurring or upcoming.

**Networking in the Workplace:** Suggest to your Mentee(s) to attend professional development workshops, engage in on-campus business and Major clubs, or even join a local young professionals’ group! All of these activities not only encourage best practices in a professional environment but will also give your Mentee(s) the opportunity to meet new people and make new connections.

Share with them tips and tricks that have worked for you in the past to not only build relationships but sustain them as well. See if you can also help grow your Mentee(s) network by putting them in contact with someone new!

## Week 7 – “Your Academic & Professional Network”

**MENTEE MESSAGE:** It is often said that “your network is your net worth”. Based on that, how much is your net worth at this moment in time? How can your net worth be worth more?

Networking can be difficult for many first-year students to navigate! Have a conversation with your Mentor around your confidence and ability to network. Do you feel comfortable talking to different people? Do you follow through in their relationships and communicate regularly? What has worked well for your Mentor? Ask them if they can share any tips on building and sustaining networking relationships!

**Networking in the Academic Environment:** We encourage you to grow your network by stopping by professor’s office hours, engaging in on-campus activities, and talking to other students in your classes and major! There are so many free and engaging student life activities going on at UCBA each and every day – See if your Mentor can even attend one with you too! Reach out to your on-campus Mentor Coordinator to learn more about the activities that are occurring or upcoming.

**Networking in the Workplace:** Try to attend professional development workshops, engage in on-campus business and Major clubs, or even join a local young professionals’ group! All of these activities not only encourage best practices in a professional environment but will also give you the opportunity to meet new people and make new connections.

Ask your Mentor if they have any tips and tricks that have worked for them in the past to not only build relationships but sustain them as well. Ask your Mentor to help grow your network by putting you in contact with someone new!

## Week 9 – “Financing Your Education & Personal Budgeting”

**MENTOR MESSAGE:** It’s that time of year again – Time to fill out the FAFSA (Free Application for Federal Student Aid) form! If your Mentee(s) have any questions about their Financial Aid or the FAFSA, let them know they can head to the One Stop Service Center on campus! Reminding your Mentee(s) to complete their FAFSA is also a great way to discuss personal budgeting and how it will lend itself in financing their education.

Share your own memories of financing your college education, and what you wish you knew! How prepared did you feel in handling the responsibilities of money management in college? What kinds of money mistakes did you make as a college student? What tips and advice can you share with your Mentee(s) about how to make sensible decisions for managing your money while in college? We encourage you to ask your Mentee(s) to fill out the personal budget worksheet located in your resource tab and see if they can’t stick to it for the rest of the semester! Sometimes writing things down, like a budget or expected expenses, puts it into perspective!

Remind your Mentee(s) that their $500 Spring Academic Achievement Scholarship is contingent on a 3.0 GPA Fall 2019 and College Mentoring participation.

This is a great time to remind your Mentee(s) about the scholarships that are currently available for UCBA students and to start looking for scholarships for the next school year! Reach out to your Mentor Coordinator to provide more information about on-campus scholarships that are open for application.

For more information on financial wellness, please check-out and share [America Saves](https://americasaves.org/) with your Mentee(s).

## Week 9 – “Financing Your Education & Personal Budgeting”

**MENTEE MESSAGE:** It’s that time of year again – Time to fill out the FAFSA (Free Application for Federal Student Aid) form! If you need extra assistance with your FAFSA or have any questions about Financial Aid, you can head to the One Stop Service Center (Muntz Hall) on campus, and they will be able to answer any questions you may have! While thinking about your FAFSA, it might also be a good time to discuss personal budgeting and how that will lend itself in financing your education.

Ask your Mentor to share their own memories of financing their college education, and what they wish they knew! What kinds of money mistakes did they make as a college student? What tips and advice can they share with you about how to make sensible decisions for managing your money while in college? The most important question to ask though is to yourself - How prepared do you feel in handling the responsibilities of money management in college? We encourage you to fill out the personal budget worksheet with your Mentor and then see if you can’t stick to it for the rest of the semester! Sometimes writing things down, like a budget, puts it into perspective and you are more likely to hold yourself accountable.

**Remember that your $500 Spring Academic Achievement Scholarship is contingent on a 3.0 GPA Fall 2019 and College Mentoring participation.**

This is a great time to also start looking into the scholarships that are currently available for UCBA students and to start looking for scholarships for the next school year! Reach out to your Mentor Coordinator to provide more information about on-campus scholarships that are open for application. Apply to every scholarship you can - Every little bit helps!

For more information on financial wellness, please check-out [America Saves](https://americasaves.org/).

## Week 11 – “Social Media Distractions”

**MENTOR MESSAGE:** It already feels like there is not enough time in the day – especially when you look at the clock and realize you’ve been on social media for the last hour! Phones, laptops, and social media platforms are an awesome way to connect, but also a quick way to get distracted. It is normal to want to turn towards Pinterest, Instagram and Twitter to unwind when the going gets tough.

Talk to your Mentee about his or her social media and electronics usage. How much time on average do they spend each day on social media? Does it take away from top priorities for them like studying, work, or spending time with friends? Encourage them to schedule social media into their day not only as a reminder to limit wasted time, but to also focus on what is important! Offer up your own tips about staying focused and completing tasks! Have your Mentee(s) try some of these tips (and try them yourself!), and see which ones are successful for them:

* Turn off app alerts and notifications – You will less likely want to reach for it as it will not be going off every few moments.
* Schedule time blocks to shut down or put away your phone – Out of sight, out of mind!
* Use it as a reward – Completed an hour of studying? Take a ten-minute phone break.
* Get others on board with you – Being around like-minded people is great support!
* Change your study environment and move away from televisions, computers, and phones when you can.
* Change your phone and computer settings to grayscale, which will take away distracting and eye-catching color from your devices.

At the end of the day social media can not only be distracting, but it can also give an immense amount of unnecessary pressure or anxiety to users, specifically in the college setting. Remind your Mentee(s) it is ‘okay’ to not be perfect or live up to a standard set by someone they see on social media. In a world of curated public profiles, filters, and perfect photos, it is most important to be your authentic and genuine self!

## Week 11 – “Social Media Distractions”

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Talk to your Mentor about their social media and electronics usage, and what they do to help them unplug and stay on task! In the meantime, try these tips yourself:

* Turn off app alerts and notifications – You will less likely want to reach for it as it will not be going off every few moments.
* Schedule time blocks to shut down or put away your phone – Out of sight, out of mind!
* Use it as a reward – Completed an hour of studying? Take a ten-minute phone break.
* Get others on board with you – Being around like-minded people is great support!
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## Week 13 – “Stress Management”

**MENTOR MESSAGE:** Stress is inevitable, especially around this time of the year. With your Mentee(s) first semester overwhelming. Remind them to BREATHE and that there is a well-deserved break right around the corner!

Share with your Mentee(s) any tips, tricks, and other methods you may have learned to cope with stress. But most importantly, let them know that you are there for them! Sometimes the best way to deal with stress and show support is to show up and listen.

Before you and your Mentee(s) break for the holiday, see if you cannot find a time to meet in person. Included as a resource are several exercises that can help reduce stress and re-center the body. If your Mentee(s) feel themselves getting stressed or not being able to concentrate, encourage them to try one of the exercises. They are simple enough that they can do them while they study, during an exam, on a walk, or during their commute.

Mental health is important for students to succeed - If you feel comfortable, share that there are Counseling Services on campus – Students can make an initial appointment by either E-Mailing Frances Lowery at [loweryfk@ucmail.uc.edu](mailto:loweryfk@ucmail.uc.edu), or stopping into Muntz Hall, Room 140.

## Week 13 – “Stress Management”

**MENTEE MESSAGE:** Stress is inevitable, especially around this time of the year. With your first semester wrapping up, finals, and getting re-organized for the start of a new year, it can all feel pretty overwhelming. Remind yourself to BREATHE and that there is a well-deserved break right around the corner – You got this!

Ask your Mentor if they have any tips, tricks, or other methods they may have learned to cope with stress, or stress-management skills they are currently practicing.

Before you and your Mentor break for the holiday, meet up with your Mentor and talk with them. Allow this meeting to be relaxed and fun! See if there is something the two of you can do together that allows your mind to rest for a bit!

Mental health is important for students to succeed – Please know that there are Counseling Services on campus. Students can make an initial appointment by either E-Mailing Frances Lowery at [loweryfk@ucmail.uc.edu](mailto:loweryfk@ucmail.uc.edu), or stopping into Muntz Hall, Room 140.

## Week 15 – “The Holidays”

**MENTOR MESSAGE:** Congratulations are definitely in order to you and your Mentee(s) for tackling your first semester together – and now it’s time to relax! We suggest you try and meet with your Mentee(s) over break to not only keep the relationship moving, but to re-connect personally with your Mentee(s)! Remind them to use this break to re-charge and get themselves re-organized for the new semester to come.

Re-Charge – Encourage your Mentee(s) to do things over break that they enjoy, and might not have the time to do when classes are in session. Maybe it is spending more time with friends, reading for fun, watching a movie marathon, or even catching up on sleep! Ask them what they are most looking forward to doing over the holiday break!

Re-Organize – Though this is the time for a little relaxation, sometimes going back to school after a long break can be hard – especially with the days getting shorter (and colder)! Suggest to your Mentee(s) over break to make sure they have everything in order for the upcoming semester – calendar, class schedule, books, course overview, etc. It will make that transition back to campus in January a little less daunting!

Lastly, remember as much as you are there for your Mentee(s), we are here for YOU! If there any questions at all, or you would like to personally reflect about your time as a Mentor this year, do not hesitate to reach out to your Mentor Coordinator for assistance or a listening ear! Happy holidays!

## Week 15 – “The Holidays”

**MENTEE MESSAGE:** Congratulations are definitely in order to you (and your Mentor!) for tackling your first semester together – and now it’s time to relax! We suggest you try and meet with your Mentor over break to not only keep the relationship moving, but to re-connect personally with them outside of campus! We remind you to use this break to take a breather and re-charge as well as re-organize yourself for the new semester to come.

Re-Charge – Remember to do things over break that you enjoy and might not have the time to do when classes are in session. Maybe it is spending more time with friends, reading for fun, watching a movie marathon, or even catching up on sleep! This is your reward for all of the hard work you have put into your academics the last five months.

Re-Organize – Though this is the time for a little relaxation, sometimes going back to school after a long break can be hard – especially with the days getting shorter (and colder)! We suggest you take some time over break to make sure you have everything in order for the upcoming semester – calendar, class schedule, books, course overview, etc. It will make that transition back to campus in January a little less daunting!

Lastly, remember even though you have your Mentor as support, we are here for YOU! If you any questions at all for the upcoming semester, or would like to reflect on the past year, do not hesitate to reach out to your Mentor Coordinator for assistance or a listening ear! Happy holidays!

## Week 1 – “Reflecting on Last Semester – Moving Forward”

**MENTOR MESSAGE:** Welcome to Spring Semester, Mentors - You have helped guide your Mentee(s) through the first half of their first year here at UCBA!

Encourage your Mentee(s) to write down three things they would like to improve on this semester, and what resources or best practices they can implement in their lives to make sure they happen! Ask them why they think these three things are significant, and how they think it will help them in the future. Offer your own personal experience of a time where you tried something different to get a better outcome. Or if you feel comfortable, write down three things you would like to improve on, and what you could be doing differently to get to those outcomes. Take turns sharing with your Mentee(s) and see if you can’t be accountability partners through the remainder of the year!

Let them know that though it is hard to break habits and create healthy change, you are there as support!

Lastly, take some time to check-in with your Mentee(s) about your own Mentoring relationship. What was a highlight from last semester in your relationship with them? What are you looking forward to with them this semester? With your Mentee(s) having a new class and work schedule, meeting times or best forms of communication might change. Fill out your Mid-Cycle Check-In to create new goals, re-visit the progress of old ones, and make a new meeting and communication schedule! Your on-campus Mentor Coordinator will be reaching out to check-in as well!

## Week 1 – “Reflecting on Last Semester – Moving Forward”

**MENTEE MESSAGE:** It is officially your second semester at UCBA! How are you feeling? Take time this week to meet with your Mentor and reflect about last semester. Remember to use them as a supportive confidant – they are here to help you and want to see you succeed!

Reflecting – Don’t focus on what you could have done better last semester, but rather focus on what you can do differently! You are lucky to have the experience of one semester under your belt. This is the perfect opportunity to acknowledge what you can grow on and to create (and practice!) new healthy habits.

Moving Forward – See if you can write down three things you would like to improve on this semester, and what resources or best practices to implement in your life to make sure they happen! What can you do differently now to see a better outcome in the future?

Re-Grouping – Take some time to check-in with your Mentor about your Mentoring relationship. What was a highlight from last semester? What are you looking forward to with them this semester? With a new class schedule, meeting times or best forms of communication might change. Fill out your Mid-Cycle Check-In to create new goals, re-visit the progress of old ones, and make a new meeting and communication schedule!

## Week 3 – “The Challenge of Balance”

**MENTOR MESSAGE:** There are a lot of things in life that can distract you from what is really important and things that you need to get done – friends, family, relationships, volunteering, extracurricular’s, work – you name it! Though we all have obligations, sometimes they can pull us in different directions and can conflict with each other. One of the most important things to learn is how to maintain focus on what’s important and balance it all, while remembering to practice some balance yourself!

After a long holiday break, it is sometimes difficult to get back into the swing of things! Talk with your Mentee(s) and see how they are doing with juggling it all.

Share with your mentee how you stayed focused while in school and how you balanced all of your obligations. What lessons did you learn about balancing everything? Did you have any difficult challenges or major distractions from your schoolwork? Now that you are in your career, how do you maintain a work-life balance?

## Week 3 – “The Challenge of Balance”

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After a long holiday break, it is sometimes difficult to get back into the swing of things! Talk with your Mentor and see how you are doing with juggling it all. Does one thing feel more important than another aspect of your life? Is work or your social life consuming majority of your time over something else? Make sure you take a moment to sit down and re-group. Talk to your Mentor about re-prioritizing everything you are currently taking on at the moment!

Ask your Mentor how they stayed focused while in school and how they balanced all of their obligations. What lessons did they learn about balancing everything? Did they have any difficult challenges or major distractions from their schoolwork? Now that they are in a career, how does your Mentor maintain a work-life balance?

## Week 5 – “Your Personal Brand”

**MENTOR MESSAGE:** Personal branding is simply curating your personality, personal values, skills, and strengths into the perfect, marketable package. It should be authentically you!

Your personal brand is something important to think about as you continue to grow in your academic career, and also for your future professional self! Being conscious of what you do, how you interact with others, and your communication style is a great place to start. It can make you stand out from the rest, and for good reasons!

Creating a personal brand first starts with knowing who you are and recognizing what you bring to the table. Ask your Mentee(s) how they would describe themselves in a few words. Would others also describe them this way, too? If not, what can they change and purvey so those ideas are aligned? With your Mentee(s), use the worksheet we have included as a resource and starting point for creating your personal brand and image. We also encourage you to download the [attached e-Book](https://spu.edu/depts/cdc/documents/PersonalBranding-ebook.pdf) with your Mentee(s) and take some time to look over it.

Snapshot Takeaways - 1. Be consistent with your content and messaging. 2. Be Yourself. 3. Be Purposeful in all that you do!

Have your Mentee(s) start to narrow-in and define their personal brand during the next few weeks and reminding them as you need too.

## Week 5 – “Your Personal Brand”

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Personal branding is simply curating your personality, personal values, skills, and strengths into the perfect, marketable package. It should be authentically you!

Your personal brand is something important to think about as you continue to grow in your academic career, and also for your future professional self! Being conscious of what you do, how you interact with others, and your communication style is a great place to start. It can make you stand out from the rest, and for good reasons!

Creating a personal brand first starts with knowing who you are and recognizing what you bring to the table. With your Mentor, describe yourself in a few words. Would others describe you this way, too? If not, what can you change and purvey so those ideas are aligned? As a starting point, write those things down (how you want to come across to others through your personal brand and what changes you can make) when creating your personal brand and image. We also encourage you to download the [attached e-Book](https://spu.edu/depts/cdc/documents/PersonalBranding-ebook.pdf) with your Mentor and take some time to look over it.

Snapshot Takeaways - 1. Be consistent with your content and messaging. 2. Be Yourself. 3. Be Purposeful in all that you do!

During the next few weeks, start to narrow-in and define your personal brand - There will be an upcoming chance to incorporate it professionally!

## Week 7 – “The Importance of Communication”

**MENTOR MESSAGE:** Communication is something we do every day. If it be texting with friends and family, e-mailing a colleague, having a conversation with an employer, or even giving your drive-thru order, we are in a constant state of communication with others around us! But effective communication is much more than just conversing – you also want to take into consideration your eye contact, body language, and signs that you are listening and engaged.

Take turns with you Mentee(s) discussing what effective communication looks and sounds like. Then ask them to rate their communication skills on a scale from 1 (needs work) – 5 (great). Choose a fun topic of conversation with your Mentee(s) and let them practice the skills that they believe they can grow upon!

Remind your Mentee(s) that developing effective communication skills can not only help them within the academic setting, but also in career development and other social settings. This includes responding to an e-mail in a timely manner with proper grammar, coming prepared to a meeting, willing to be a positive team member in a group setting, and showing up to activities (and interviews!) on time.

Encourage your Mentee(s) to find opportunities where they can practice effective communication skills before your next meeting with them!

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Find opportunities where you can practice effective communication skills before your next meeting with your Mentor!

## Week 9 – “Informational Interviews”

**MENTOR MESSAGE:** Informational interviews are great for students and young professionals who wish to seek more knowledge regarding their field of interest or major. It is also a great time to further grow interview-type practices, develop their personal brand, and brush up on communication skills while they continue to grow their network!

Help Your Mentee with an Informational Interview: Talk with your Mentee(s) about the job field they wish to enter post-graduation, a dream job they want to have, a company they want to be employed with, or even what some of their professional interests are! Using this information, see if you can connect your Mentee(s) with two to three professionals in the job field or company of their choice for an informational interview! We suggest reaching out to these individuals to let them know they should be expecting communication from your Mentee(s) about scheduling an informational interview. Give your Mentee(s) these professionals’ contact information, so they can set up a good time that works for them and their schedule. Like any activity, goal, or assignment, set a feasible completion date with your Mentee(s) that will encourage them to follow through with these informational interviews!

Most importantly, make sure they are prepared for their informational interviews! Your Mentee(s) should have prepared questions for their interviewer that specifically pertains to that individual’s job, position, and/or company. We have provided some as a resource to get them started! Because this is a professional-based activity, remind your Mentee(s) that they should be prepared just like any other interview – dressed professionally, on-time, and with a copy of their most updated resume. Encourage them to think of their personal brand during their informational interviews, and how they want to come across. Offer up any tips you have learned in your professional career that will set your Mentee(s) up for success!

Set up a time when you can debrief and reflect with your Mentee(s) after their informational interviews. What did they learn? What did they enjoy the most? Has anything changed for them regarding the career field they want to go into? Lastly, make sure they send a ‘Thank You’ to each individual they met with!

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Set Up an Informational Interview: Talk with your Mentor about the job field you wish to enter post-graduation, a dream job you want to have, a company you want to be employed with, or even what some of your professional interests are! Using this information, see if your Mentor can connect you with two to three professionals in the job field or company of your choice for an informational interview! If you know of anyone yourself, use them as a resource, too! Your Mentor should be able to provide you with these individual’s contact information so you can set up an informational interview that works best in your schedule. Don’t hesitate to reach out and take the initiative! Like any activity, goal or assignment, set a feasible completion date with your Mentor that will encourage you to follow through with these informational interviews.

Most importantly, make sure you are prepared for your informational interviews! You should have prepared questions for the interviewer that specifically pertains to that individual’s job, position, and/or company. Ask your Mentor if they have any to questions to get you started! Because this is a professional-based activity, you should be prepared just like any other interview – dressed professionally, on-time, and with a copy of your most updated resume. Remember to think of your personal brand during your informational interviews, and how you want to come across. Ask your Mentor if they have any tips regarding professional practices or interviews that will help you be successful!

Set up a time when you can debrief and reflect with your Mentor after your informational interviews. What did you learn? What did you enjoy the most? Has anything changed for you regarding the career field you want to go into? Lastly, but certainly not least, make sure you follow through and send a ‘Thank You’ to each individual your met with!

## Week 11 – “Resume Building”

**MENTOR MESSAGE:** Now that your Mentee(s) have conducted several informational interviews and expanded on their personal brand, it is time for them to compile what they’ve learned into their resume! Besides a first impression, a resume is one of the initial things that a colleague, employer or interviewer sees. Your resume is a reflection of you – what it looks like, your past jobs and work history, as well as your writing and organizational skills! You want to make sure your resume is clean, organized and mistake-free, while making it unique and “on brand”.

The next time you meet with your Mentee(s), ask them to bring a most recent and updated copy of their resume. Take some time going over it with them – What do they like about it? What do they want to change? Are there any formatting or spelling errors? Resumes should be clear, concise and easy for the viewer to read while quickly finding important information. Resumes should only be one page, so make sure you have the most recent and important things on there that you want others to know!

As a resource, we have included a worksheet to brainstorm what they want to include on their resume and prompts for the most important information to include! Encourage your Mentee(s) to fill out the resume brainstorming worksheet so it will be easier when they transfer it to an electronic template! Please feel free to check out the following websites for free resume templates –

* [Resume Companion Free Templates](https://resumecompanion.com/resume-templates/)
* [Hloom Free Downloadable Resume Templates](https://www.hloom.com/resumes/)
* [Novo Resume Templates](https://novoresume.com/resume-templates)

Remind your Mentee(s) to continuously update their resume as their skills, interests, references or work experiences change!

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* [Resume Companion Free Templates](https://resumecompanion.com/resume-templates/)
* [Hloom Free Downloadable Resume Templates](https://www.hloom.com/resumes/)
* [Novo Resume Templates](https://novoresume.com/resume-templates)

Remember to continuously update your resume as your skills, interests, references or work experiences change!

## Week 13 – “The Homestretch”

**MENTOR MESSAGE:** Though the school year is coming to a close, it is still imperative that you encourage your Mentee(s) to keep the momentum going, to insure they finish the school year strong! Let them know that we are all rooting for them! Below are some things you can discuss with your Mentee(s) to help keep them on track for the remainder of the semester -

**Continue to Attend All Classes** – Make sure they keep their attendance up! This is not the time to miss classes. They might miss vital information that can help them on their exam or final project. We encourage students to ask professors to clarify any course materials, suggest success tips that are applicable to finals, and provide any other help the students may need.

**Know Your Current Grade** – Your Mentee (s) should have an accurate idea of the grades they currently have in each class. If not, remind them to reach out to their professor! Knowing their current grade will allow them to best evaluate what grade they need to receive on their final.

**Continued Support** – Remind your Mentee (s) to continue to utilize all academic and student support resources on UCBA’s campus.

**Organize for Next Semester** – Ask your Mentee(s) where they see themselves next year? They should have an honest and open conversation with their academic advisor about their major, course load, and the rest of their academic career. Remember – they also need to schedule Fall classes and pay all student fees.

Lastly, it is time to start thinking about your Mentoring relationship this past year. Schedule your last Spring meeting with your Mentee(s) and complete the Relationship Closure Agreement. Reflect not only on the past year together, but also what is best for your relationship moving forward. We hope that you feel that you can continue to engage with your Mentee(s). Discuss whether you would like to formally *close* or formally *continue* your mentoring relationship moving forward. Whatever you decide, we hope you both can recognize the benefits of participating in mentoring this year!

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**Know Your Current Grade** – You should have an accurate idea of the grades you currently have in each class. If not, reach out to your professor! Knowing your current grade will allow you to best evaluate what grade you need to receive on your final.

**Continued Support** – Please continue to utilize all academic and student support resources on campus.

**Organize for Next Semester** – Where do you see yourself next year? Make sure you have an honest and open conversation with your academic advisor about your major, coarse load, and the rest of your academic career. Remember to also schedule for classes and pay all student fees. You will feel great being able to go into the summer months feeling organized, and it will help take unwanted stress off your plate in August!

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## Week 15 – “Closure of Relationship– Next Steps”

**MENTOR MESSAGE:** The end of the school year is officially coming to a close! We first and formally want to thank you for your support and engagement this past year. We are so appreciative of your hard work with your Mentee(s)!

As communicated at the beginning of this academic year, formal Mentoring relationships are only for a one-year duration. With that being said, you can opt to formally continue your relationship next year with on-going support from CYC. We are always here for you! If you haven’t met this month, we highly encourage you and your Mentee(s) meet one more time before they break for summer vacation. Take this time to reflect on this past year and make a plan moving forward. Please complete the Relationship Closure Agreement and return it to your College Mentor Coordinator so we know your plans moving forward.

As always, continue to support your Mentee(s) during their final weeks (and final exams!) of this school year. Refer back to any resources in your handbook – stress management, re-organizing for the next year, staying focused, student services and resources at UCBA – to identify supports that your Mentee(s) may need. Remind them that you are there for them, and so is their Mentor Coordinator!

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As always, continue to use your Mentor as support during your final weeks (and final exams!) of this school year. Refer back to any resources or conversations you have gone over with your Mentor – stress management, re-organizing for the next year, staying focused, student services and resources at UCBA. We are all rooting for you – you can do this!