



QUINSIGAMOND

Community College

NEWSLETTER Mentoring

QCC Mentoring December Newsletter



The City of
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LETTER TO MENTORS:

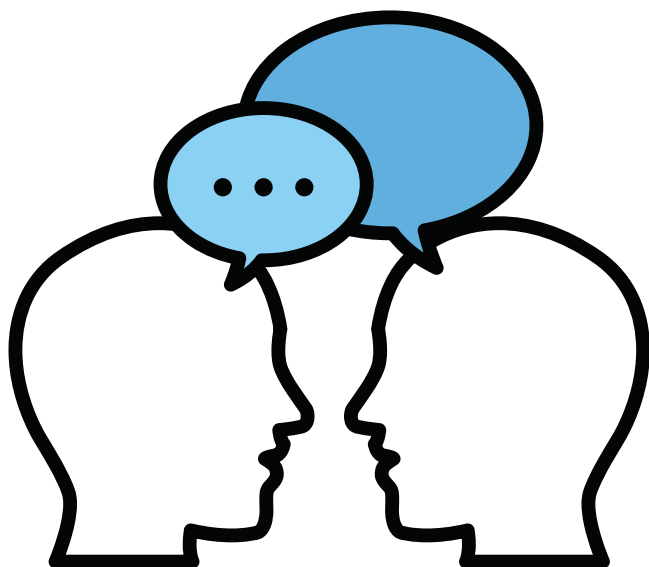
Hello Mentors!

Below you will find a Mentor Guide for the month of December. At the end of the guide, you will find links to relevant worksheets. You can also click on the following link <https://www.qcc.edu/events> for student events that you may want to pass along to your mentee.

We hope you have a great winter break, and please set up a tentative date and time to meet in January to keep the momentum into the new year!

-Kalan & Jen

We want you to feel supported as a mentor. Please email mentoring@qcc.mass.edu for assistance.



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MENTOR GUIDE

Reminder:

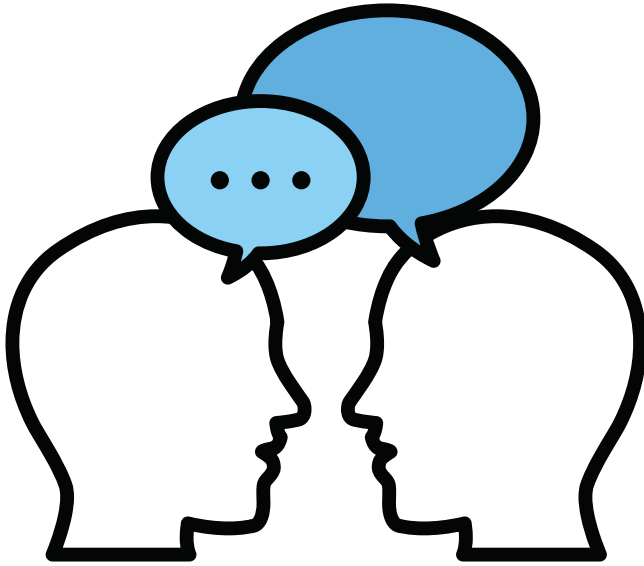
Please set healthy boundaries with your mentees. Also, please be sure to engage and share experiences, as your energy and willingness to be present sets the tone for the meeting.

Icebreaker: 3 P's Activity

You both share something personal, something professional, and something peculiar.

Please share at each of your own comfort level.

You can skip one of the parts if you don't have anything you would like to share.



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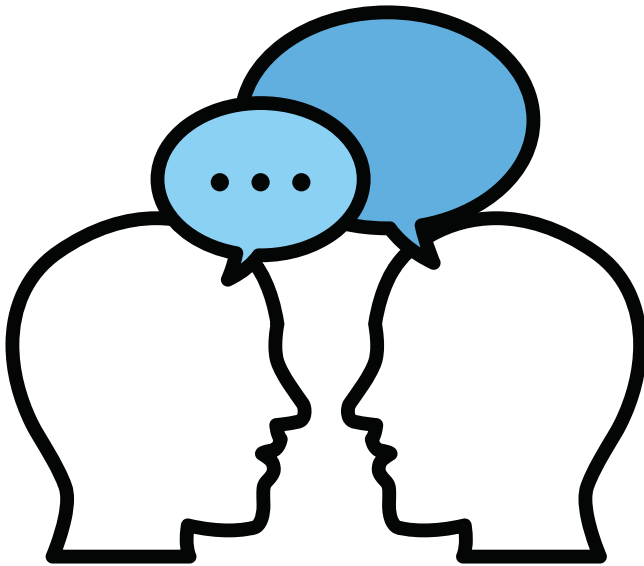
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Start the Conversation

How have you been?

Anything that is timely or important to you that you would like to talk about?

(Allow mentee to direct conversation)



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How were your finals and end of the semester?

What are things you noticed while going through the end of the semester?

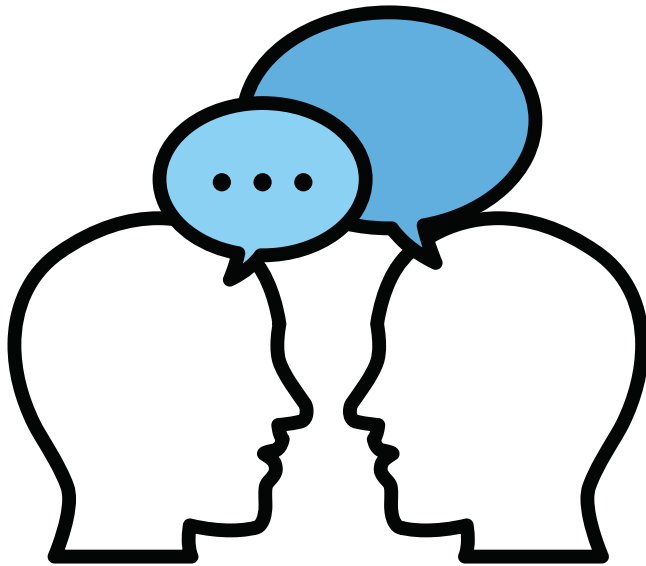
Was the difficulty and amount of work what you expected, more, or less?

Do you feel like you were prepared?

Is there anything you would change about the way you approached the end of the semester?

What is something you learned in one of your courses?

Did you accomplish or make progress towards any of your academic goals this semester?



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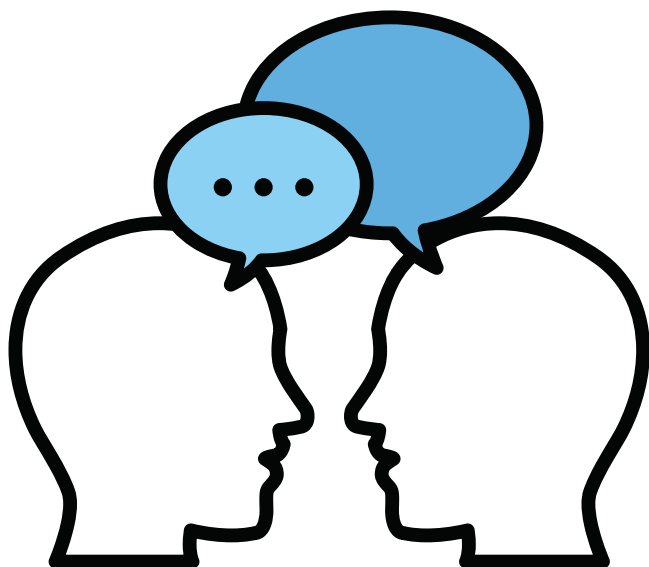
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What QCC resources did you use the most?

What is a QCC resource you would like to utilize more in the next semester?

What are your plans for after the semester?

If you aren't taking a course during intersession, what can we do with some of that time?



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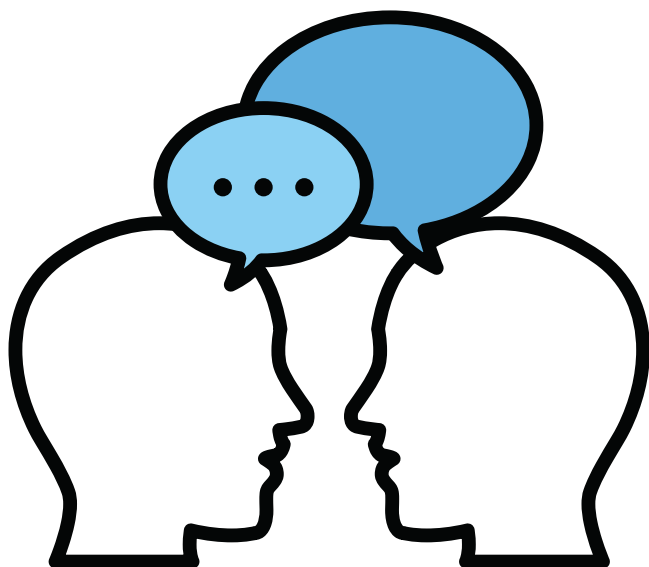
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Informational interviews can be a great tool.

Informational interviews are interviews where you contact a person who you either know or don't know and ask them to set up a time to speak for 20-30 minutes. You can utilize LinkedIn, your own personal network, or your mentor's network to identify 2 people you would like to speak with.

During the interview you can ask them questions about their career path, educational history, skills they have acquired, etc. You can also ask them how they communicate these things they have accomplished in



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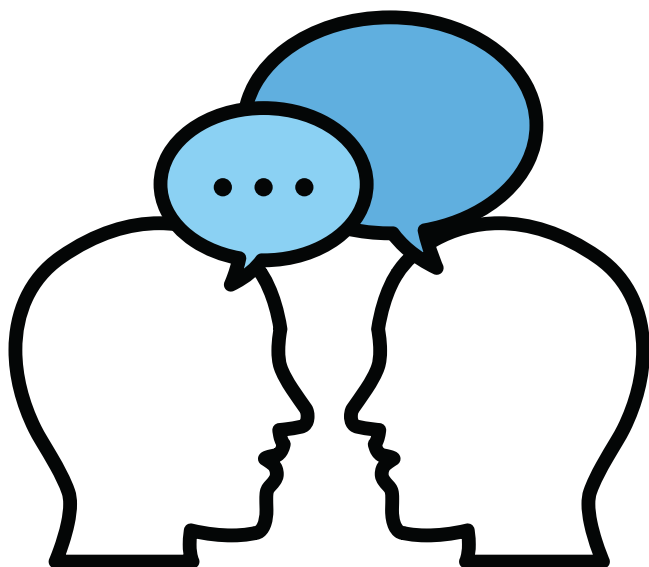
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their resume and interviews, how they plan out their 5-year and 10-year plan for their career and any other questions that you would like to know.

If you are interested in connecting with them further, you can ask for their contact information or add them on LinkedIn or a similar social platform.

Taking classes can certainly help you achieve career goals but connecting with a few people who are in those fields can help give you an edge in actual industry knowledge.

If they are a hiring manager, they can share what they



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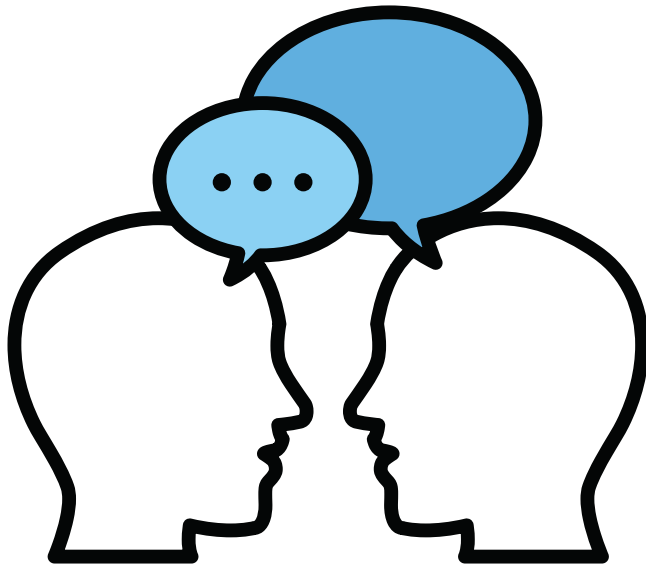
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usually look for and tips for the industry.

If they are in a role that you would like to work your way up to, you can ask them about their career path and how they got the experience that was needed for the role.

Informational interviews are free!

You can either find people who you don't know using tools like LinkedIn/Facebook/Company Website or talk to people you've met before. These can be people who you met at a current or previous job, but you didn't get a chance to speak to them as much as you would have



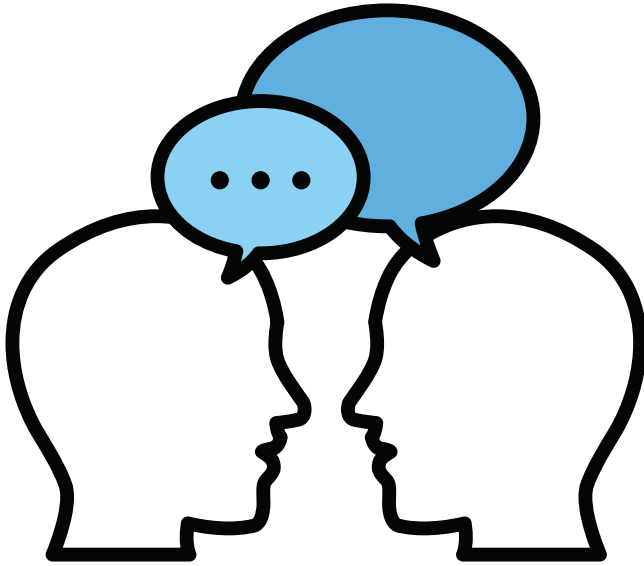
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liked.

Don't be discouraged if someone you reached out to doesn't respond right away, sometimes they are away from their technology, on a break, or the contact information they have listed online is outdated.



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Links to Relevant Worksheets

(click on the following links)

Set up informational interviews worksheet