Mentor Guide October 2023

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

* Introduction:
	+ If this is your first time meeting your mentee, please introduce yourself, including your name, a brief description of your professional background, and a fun fact. Make sure to ask your mentee to state their name, the program they are in and a fun fact about themselves.
		- I am your mentor. My role is different from a high school guidance counselor, a college academic advisor, or a professor. I am here to help you with professional development and personal growth. You have power to direct which way our conversations go and what you need support with, but every meeting I will have topics that we can also talk about to help begin the conversation.
* Boundaries
	+ Establish boundaries that make you comfortable in the first meeting
	+ If you are okay with texting or phone calls, let them know
		- Do you have a time where they should not be contacting you past? (Ex: 10pm and after I won’t respond)
	+ No financial link. You cannot spend money on them
	+ No car rides. Just like a QCC employee, mentors cannot have students in their vehicles
	+ Any other boundaries that you have
* Expectations
	+ That you will meet at the agreed upon time
	+ If someone is running late or needs to reschedule, they will let the other party know as early as possible to be respectful of each other’s time
* Goal Setting
	+ I know you probably have set goals before, but we will talk about them in a unique way
	+ To have goals that are easy to follow up on and for us to hold you accountable to the steps, we have to go into more detail.
	+ What we are going to do today is work on SMART goals
		- S-Specific
		- M-Measurable
		- A-Achievable
		- R-Realistic
		- T-Timely
	+ With SMART goals in mind, let's make some goals for the semester together
		- To help guide you, I have this sheet to help us to think about goals in different ways.