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.