Mentor Guide October 2024

Welcome to the Fall Semester!! We want to make sure you feel supported as a Mentor. If you need any assistance, please reach out to us at [mentoring@qcc.mass.edu](mailto:mentoring@qcc.mass.edu)

* **Reminder**: Please set healthy boundaries with your mentees. Also, please be sure to engage and share your experiences, as your energy and willingness to be present sets the tone for the meeting.
* Introduction statements:
  + 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.
    - What is a 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 every meeting 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
  + If you are okay with texting, phone calls, etc., 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 begin
  + 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.
    - Sharing your goals with me helps me to follow-up with you and analyze the goals as the semester and year progress. I will not be sharing these goals with other people, as this is something that we are working on together.
* Do you have any questions? Is there something you would like to work on next time that we didn’t talk about today?
* Let’s set a date and time for our next meeting. You can also contact me in between meetings by the methods we discussed earlier.