

## INTRODUCTIONS

1. Brief STEM Mentoring Program description
  - a. Program runs every fall and spring since Fall 2015
  - b. Approximately a one semester commitment; options after to stay, leave, take on leadership
2. **Connecting:** Name, Major, Year; Describe a time when you were mentored (unofficially, or officially) by someone, or a time when you mentored someone. What was awesome? What could have been better?

## BRAINSTORM

1. What makes a mentoring relationship effective?

## PROGRAM EXPECTATIONS & TIPS FOR SUCCESS

1. Informal and student driven
  - a. You set your goals rather than your mentor telling you what to do.
  - b. You do the work. Mentors do not do it for you.
  - c. You facilitate the relationship; think about what you expect from your mentor; communicate with them and me regularly; reach out extra when you need support.
2. Set regular meetings:
  - a. Past mentees suggest you “meet as much as you can”.
  - b. Successful matches meet frequently, regularly, and have a plan for what they will do at each meeting (e.g., Wednesday lunches at the Frontier).
  - c. To meet goal(s), aim to meet your mentor in person once per week for about an hour.
  - d. As you try to coordinate schedules with your mentor for your face-to-face meetings, please be as accommodating as possible with your mentor’s schedule of availability. We understand that your scheduled in-class time is not flexible, but please adjust study and leisure time, as well as other commitments as much as possible to help fit your mentor’s availability.
3. Make a plan for each meeting: Set goals and meeting topics
  - a. The program is only one semester long. With exam weeks, breaks, and holidays, you only have ~8-10 meetings if you meet once a week.
  - b. Set a realistic goal for what you would like to achieve during the semester with your mentor (examples: apply to an internship, find a research lab to work in, explore your major). See SMART goals handouts.
  - c. Then, look at how many meetings you will have, and work backwards from your end goal to brainstorm topics for each weekly meeting.
  - d. At the beginning of each meeting, reflect on the previous. At the end of each meeting, plan for the next.
  - e. If you are lost for meeting topic ideas, let’s chat more.
4. Communication
  - a. Practice professional communication + check your email and phone **every day**: Respond to important emails/calls from your mentor, the STEM Mentoring Program staff, your professors, your boss, etc. within two business days. Address the person by using their professional title and name (Dr./Captain/etc.). Then, sign your name and include a professional email signature. You are encouraged to use your UNM email for

- all communication with your mentor as this is your professional account. You can link your UNM email to another client (e.g., Google) that responds from your UNM email. Add “away” messages to your UNM email account if you will not check it (e.g., Spring break, holidays, summer, family emergencies, etc.). See professional email handout for more details. Mentors reach out to me if they do not hear from you after a week, and then I get in touch with you. I won’t stop reaching out until I hear from you.
- b. **Logistics:** Discuss how you will communicate with each other and how frequently you will communicate. Is email, phone calls, or texting best? Aim to communicate at least once a week for an extended period of time. A few other check-ins may be required for scheduling purposes.
  - c. **If you do not hear from your mentor:** Mentors are busy just like you. If you do not hear from your mentor after you message them, send another message. A good rule of thumb is to wait a few days to a week and resend your message.
  - d. **Mind-reading:** Mentors and I cannot mind-read. A mentor’s undergraduate studies could be a while ago. Plus, they are coming from different backgrounds from yours. Talk about what you are worried about or what you are considering for the future. Talk about what is challenging for you and when you “fail”. Be as honest as you feel comfortable. Ideally, the more they know about you, the better mentor they can be to you.
5. **Respect your time and effort, your mentor’s time and effort, my time and effort:**
- a. **Keep your commitments:** Put meetings and mentoring program “homework” on your calendar. Attend meetings you say you will attend. Show up to meetings on time or early if possible. Work on what you said you would work on between meetings (“homework”). Discuss what to do about missed “homework” deadlines at your first meeting.
  - b. **Being late, no shows, and cancellations:** People are coming to meetings *with you*. Please do not disrespect the other person by arriving late or letting them show up when you do not show up. Discuss how you and your mentor will to handle running late and cancellations at your first meeting. Provide as much notice of running late or a cancellation as possible. Twenty-four hours is generally the minimum acceptable notice of a cancellation except in case of emergencies. Apologize when you must cancel, and send 2-3 times that you could reschedule your meeting for.
  - c. **Be kind and be grateful:** Mentors volunteer for this program. If you do not treat them with respect or express gratitude (example: thank you for your time, thank you for sharing your insight, etc.), they may not enjoy meeting with you, and they may stop being your mentor.
  - d. **Let me know if you are leaving the program:** No hard feelings if you want to leave, but please let me know. Your mentor wants to work with a student. If you tell me you are leaving, I match the mentor with a new student. I also worry about you if you stop communicating. I won’t stop reaching out to you until I hear from you. You do not have to leave forever. You can return to the program when the timing is a better fit.
  - e. **Expect respect:** Just as you are expected to show up on time, communicate, respect people’s time, and be kind-- your mentor should do the same for you. Let me know if your mentor is not keeping their commitments. I can have a conversation with them about whether the program is a good fit for them.
  - f. **Discrimination and harassment is unacceptable** in all academic, professional, and personal settings and will not be tolerated from mentees or mentors. All people should feel valued and safe so that they can participate fully in school, a meeting, program, job, etc. UNM prohibits all forms of discrimination in relation to many protected

identities, such as age, race, ethnicity, religion, national origin, gender/sex, gender identity, gender expression, sexual orientation, medical condition, physical or mental ability, pregnancy, etc. If you feel that you have experienced discrimination in relation to any of these identities, you are encouraged to report the incident to the UNM Office of Equal Opportunity (OEO). I am also happy to meet with you to discuss discrimination, but I am a mandatory reporter, which means I must tell OEO about discrimination. You can talk to staff at Lobo Respect, the Women's Resource Center, and the LGBTQ Resource Center without them needing to tell OEO. More information on filing discrimination claims with OEO at: [https://oeo.unm.edu/forms/pdf/-new\\_claims.pdf](https://oeo.unm.edu/forms/pdf/-new_claims.pdf)

6. **You represent UNM and other undergraduate students:** Mentors are often from outside of UNM, which means you represent UNM. Put your best foot forward so that the mentor will want to keep collaborating with UNM and mentoring other undergraduate students after you.
7. **Check-ins:** I do not check on you; no news is good news. You need to reach out to me if you have questions, concerns, brags, or want more support. Yadéeh Sawyer, [yadeeh@unm.edu](mailto:yadeeh@unm.edu).

### **COMING UP**

All are optional, but remember, you get out of this program what you put in.

1. Introductions to your potential research opportunity or program update – No later than the 1<sup>st</sup> Wednesday after the program deadline (Feb 5 & Sept 5).
2. STEM Mixer – first Friday following the program deadline, typically 3:30 – 5:30 pm – Centennial Engineering Center - STAMM Room (1044). For specific details, visit [our events page](#) or check out our [succESS web-ap](#).

### **YOUR COMMUNICATION TO DO LIST:**

1. Reach out to your mentor to set up first meeting
  - a. At your 1<sup>st</sup> meeting – set up your expectations and goals
2. After first meeting, send me an update about how meeting went
3. Send me at least one more check in email during the semester to let me know how it's going
4. End of the semester – The program coordinator will send out a quick survey to gather a summary of what you accomplished during the semester, changes you would make, and your future plans for participation in the program.

**STEM GATEWAY BLOG** – see blogs from Aug. 2015 – May 2016.

<https://ess.unm.edu/resources/archived-stem-gateway-blog/index.html>

- **Two sides of the same coin:** Mentor-Mentee relationships. These show the benefit to mentor-mentee relationships and how they interaction develops and the contribution it can have on student success.
- **STEM Career Profiles.** These get students to understand that the path to their careers and success is not always a straight line; to highlight the broad possibilities for them with STEM degrees, outside of the traditional or obvious pathways; and to encourage them to persist despite challenges they will encounter.
- **Faculty Learning Strategies.** Faculty members' perspectives and thoughts on what students need to be successful in college.
- **Student Survivors.** Focus on how students reach their STEM undergraduate aspirations.

### **REVIEW HANDOUTS / QUESTIONS**

Materials available for download at the STEM Mentoring Program documents page.

### **SMART GOAL SETTING ACTIVITY**

Complete the SMART Goals activity sheet & brainstorm the activities that may help you achieve your goal(s) before first meeting with mentor; Review goals and activities during first meeting.

**THE ESS CENTER IS HERE TO HELP YOU! WE ARE HERE TO HELP YOU.** No problem is too big or too small. If I cannot help you, I will find someone who can. Whatever the issue is, we can solve it together.