



## MENTOR Student Guidebook

Lycoming College

Office of Career Services

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## MENTOR Student Responsibilities (effective August 2009)

### Introduction

The MENTOR experience at Lycoming College is a non-credit extracurricular activity jointly sponsored by the Career Services Office and a public or private agency or subdivision of the College in which a student is able to engage in informational interviewing with professionals in a field that may be of interest to the student. The MENTOR experience at Lycoming College is best described as organized and guided informational interviewing with a focus on exploring career interests with persons already successfully working in a career of interest to the student.

Interested students need to fill out the brief MENTOR application form. The Office of Career Services will contact you to arrange an appointment time for you to meet with a professional staff member to review your application, and to discuss your goals and interests. Once this meeting takes place, you will be matched with a Mentor (a professional in the community) whose career path closely matches your own interests. *In most cases a match between student and Mentor can be made within 3 weeks.*

The objectives of the MENTOR program are:

- 1) The MENTOR program is a tool that can be utilized by students to help them better understand and explore potential academic and career paths that they may be interested in pursuing.
- 2) The program is designed to prepare students to learn about and engage in informational interviews that will contribute to their knowledge base of how they might use their education in a professional capacity.
- 3) To assist participants develop a self confidence and independence in the career process.
- 4) To increase students' knowledge of current professional needs and trends within specific career contexts.

### The Value of the MENTOR Program

There are many benefits to utilizing the MENTOR program while you are a student and they can be an invaluable aspect of your college education and career preparation. Some of these values are:

**Personalized Career Coaching**—Before you begin the MENTOR program, you will meet individually with a member of the Career Services staff to:

- explore what your career goals are and what you hope to achieve by being a part of the program.
- engage in meetings with a professional staff member where your career interests can be explored in depth.
- participate in Mock Interviews that will increase your confidence and prepare you to meet with your Mentor.

**Getting to know the people in the profession**—A good way to begin developing your career is by creating connections with professionals that are already in your field of interest. Networking is a valuable tool that can assist you in many ways:

- Networking can assist you define your career interests.
- Networking can assist you in developing personal and professional partnerships that can last for years to come.
- Networking will help you implement and apply classroom theories and examples to practical everyday professional experiences.
- Networking will challenge career stereotypes as you learn about your Mentors career path, the various jobs they have had that have assisted him/her achieve current success.

### Requirements for the MENTOR Program

- 1) To be eligible for the MENTOR program a student must be in good academic standing with the college.
- 2) Complete a brief MENTOR application form and submit to the Office of Career Services.
- 3) You must agree to meet a minimum of three times with a representative of the Office of Career Services.
  - a) Meeting 1: You will meet with a Career Services staff member and review your MENTOR application, refine your goals and interests and create a list of learning objectives for your MENTOR experience.
  - b) Meeting 2: You will meet with a Career Services staff member and create a list of interview questions based off of your learning objectives and receive information on preparing for the interview with your MENTOR.
  - c) Meeting 3: You will engage in a Mock Interview with a member of the Career Services staff where you refine your interview skills.
- 4) Complete an evaluation of your MENTOR experience and be willing to share your experience with other Lycoming College students. You will be asked to evaluate your experience in the MENTOR program and to provide a comment that we can use to promote the program!

