Guidelines for the Mentee

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OUR MISSION
The purpose of the Mentor Program is to help first-year students to make a smooth transition, to provide community among Rensselaer women students, and to provide professional development skills to supplement in-classroom learning. Pairing incoming women with upper class women students in a mentoring relationship will foster a supportive environment, a connectedness to Rensselaer, and encouragement to persist in disciplines where women are an underrepresented minority.

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LET’S GET STARTED!

Welcome to the Rensselaer community and congratulations on your decision to participate in the Women at Rensselaer Mentor Program!

Now the fun really starts! The Mentor Program is here to help you make the transition to college life and to have fun along the way! With your participation, our goal is to foster a warm and friendly environment that will encourage the women at Rensselaer to succeed and reach their full potential. Your mentor, an upperclass student with similar interests, has volunteered to help you navigate your first year!

To help you get started, we've included a few guidelines and suggestions for establishing a relationship with your mentor. Please read through these materials carefully and if you have any questions or concerns, please feel free to contact the program director, Barbara Ruel, by telephone at 518-276-6203 or by email at ruelb@rpi.edu.

WHAT IS A MENTOR?

According to Webster’s Ninth New Collegiate Dictionary, a mentor is “a trusted guide or counselor; tutor; coach”. Your mentor has received special training for this program and she has received Guidelines for the Mentor in addition to the other documents in your red folder.

WHAT IS MY ROLE AS A MENTEE?

To better understand your role as mentee and your partnership with your mentor, we have included on the following two pages, a sheet of Questions and Answers and a list of suggested activities you might like to do with your mentor as well as a timeline.
QUESTIONS AND ANSWERS

What can I expect from my mentor?

- To make the initial contact with you (although you can call her first, if you wish!)
- To keep in contact with you during the semester.
- To share knowledge about life at Rensselaer.
- To coach you on how you might meet your academic and personal goals.
- To give you help or tell you where to go and who to talk to for various concerns.
- To provide friendship.
- To help with your adjustment to Rensselaer.
- To offer advice.

What is expected of me as a mentee?

- Discuss your expectations of your mentoring relationship with your mentor.
- Respond to and initiate communication with your mentor.
- Schedule mutually agreeable times and modes of communication with your mentor.
- Ask Questions! Your mentor may not know everything you want/need.
- If you would like to change your mentor or discontinue your participation in the program at any time, please telephone Barbara Ruel at (518) 276-6203 or send her email at ruelb@rpi.edu.

What can I expect from the Mentoring Program Administration Office?

- Assist you and your mentor in getting “connected”.
- Answer any questions or concerns you may have regarding the Mentor Program or about Rensselaer.
- Send email to Delilah Gawlick, student assistant, at gawlid@rpi.edu.

What can I talk about with my mentor?

- Adjustments to Rensselaer
- Why each of you chose Rensselaer
- Academic major; career goals (yours and hers)
- Classes, teaching assistants, and professors
- Social life
- Clubs/activities
- Fraternities/sororities
- Athletics
- Home life
- High school life
- Vacations
- Summer jobs/internships
QUESTIONS AND ANSWERS (Continued)

What can I do with my mentor?

- Study
- Movies
- Games/sports (watch or play together)
- Go shopping
- Participate in activities where you share common interests
- Have conversation over lunch/dinner/snack

How do I keep in touch with my mentor?

- IM
- Phone
- E-mail
- In person
- Letters (over the summer)

What can I do to ensure a good relationship with my mentor?

- Be yourself and allow your mentor to be herself.
- Find out more about your mentor’s interests, career goals, etc.
- Let your mentor know when are the best times to reach you and find out when you can contact her.
- Keep in frequent contact with your mentor; take the initiative!
- Ask questions! There are no stupid questions!
- Be a good listener.
- Seek to do things with your mentor in informal settings and, if possible, try spending time together outside of scheduled Mentor Program events.
- Follow through on scheduled commitments you’ve made with your mentor.
- Be honest.
- Be realistic about your expectations of your mentoring relationship.
- If you have any questions, comments or concerns, call Barbara at ext. 6203 or email ruelb@rpi.edu.
- Most importantly, HAVE FUN!
### Suggested Activities and Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date/Details</th>
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<tbody>
<tr>
<td>Introduce yourself – correspond with your mentor</td>
<td>July 2005</td>
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<tr>
<td>Greet mentor on move-in day (if possible)</td>
<td>August 23</td>
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<tr>
<td>Ask her to go to the bookstore with you</td>
<td>August 29-September 2</td>
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<tr>
<td>Ask her to help you familiarize yourself with campus computing system</td>
<td>August 29-September 2</td>
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<tr>
<td>Accompany her to the Activities Fair, Field House</td>
<td>September 1, 6 to 9PM</td>
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<tr>
<td>Invite her to the Ice Cream Social, RSDH, 2nd Floor</td>
<td>September 7, 8 to 9:30PM</td>
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<td>Discuss adding or dropping courses</td>
<td>Month of September</td>
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<tr>
<td>Invite her to Navigating the Career Fair: for all Class Years</td>
<td>September 20, 4 to 6PM</td>
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<tr>
<td>Invite her to the Pumpkin Design Party, Mother’s</td>
<td>October 20, 8 to 9:30PM</td>
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<td>Invite her to Faculty-Student Mixer, RSDH</td>
<td>October 28, 3 to 5PM</td>
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<tr>
<td>Invite her to the Mentor Program Thanksgiving Dinner and Panel of Professionals, RSDH, 2nd Floor</td>
<td>November 18, 5 to 8PM</td>
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<tr>
<td>Invite her to the Holiday Party, Mother’s</td>
<td>December 4, 1 to 2:30PM</td>
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<td>Schedule Finals Week study breaks</td>
<td>December 14-16; 19-20</td>
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<tr>
<td>Invite her to attend Big Red Freakout! (buy tix early)</td>
<td>February 12</td>
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<tr>
<td>Invite her to Valentine Cookie Decorating, Mother’s</td>
<td>February 7, 8 to 9:30PM</td>
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<td>Ask her about Design Your Future Day</td>
<td>March 25, 9AM to 3PM</td>
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<tr>
<td>Become a mentor for a first-year student</td>
<td>April 5, 6 is mentor training</td>
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<td>Schedule Finals Week study breaks</td>
<td>May 8-12</td>
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<td>Offer to meet for a meal – out or in the dining hall</td>
<td>Anytime</td>
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<td>Go shopping together off-campus.</td>
<td>Anytime</td>
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<tr>
<td>Invite her to a meeting for a club you belong to or one that both of you are interested in joining.</td>
<td>Anytime</td>
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<tr>
<td>Have a women's movie night (can do with other mentor/mentee pairs)</td>
<td>Anytime</td>
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<tr>
<td>Invite mentor to RPI sports events</td>
<td>Anytime</td>
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