

UNM & AFRL Mentoring Program Student Orientation

1. Introductions - 5 minutes
 - a. Name, Major, Year
 - b. Describe a previous mentoring relationship, a time when you were mentored by someone, or a time when you mentored someone. What was awesome? What could have been better?

2. Brainstorm - 5 minutes
 - a. Who is a mentor?

 - b. Who is a mentee?

 - c. What makes a mentoring relationship effective?

3. Brief program overview & tips for success: Informal, student-driven - 10 minutes
 - a. **Set regular meetings:** Most successful matches meet frequently/regularly and have a plan for what they will do at the meeting (e.g., wednesday lunches at the Frontier). Aim to meet once per week for an extended period of time (~hour).
 - b. **Set goals and meeting topics:**
 - i. Past mentees suggest you “meet as much as you can”. The program is only one semester long. With exam weeks and holidays, you have ~8-10 meetings if you meet once a week.
 - ii. 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 SMAART goals handouts.
 - iii. Then, look at how many meetings you will have, and work backwards from your end goal to brainstorm topics for each meeting.
 - iv. If you are lost for topic ideas, skim the handbook and pick out activities you’d be willing to try.

c. **Communication**

- i. **Logistics:** Discuss how you will communicate and how frequently you will communicate. Is email, phone calls, or texting best? Aim to communicate with one another at least once a week for an extended period of time. A few other check ins may be required for scheduling purposes.
 - ii. **Check your email and your phone:** Practice professional communication skills. Aim to check your email and voicemail every day and respond to important emails/calls within two days.
 - iii. **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 week and then re-send your message.
 - iv. **Mind-reading:** Your mentors cannot mind-read. Yes, most of them went to college, but undergrad was probably a while ago and they are coming from different backgrounds. Talk about what you are worried about or what you are considering for the future. Explore these options together.
- d. **Respect your mentor's time and effort:** Keep your commitments, attend meetings you say you will attend at the time you both agree to. Provide as much notice of a cancellation as possible.
- e. **Check-ins:** I don't check up on you a lot. This means you need to reach out to me if you have questions, concerns, brags, or want more support.
- i. Tara Hackel, tshackel@unm.edu, 505-277-0417

4. SMART goal setting activity - 5 minutes

5. Activity brainstorm - 5 minutes

- a. What activities will help you achieve your goals?
- b. What activities have matches done in the past?

6. Questions - 5 minutes

Types of Goals:

- Long-term goals - tend to be bigger goals, achieved some time in the future
- Short-term goals - smaller goals that tend to be accomplished along the way to reaching long-term goals

SMART Goals:

<p>Specific</p> <ul style="list-style-type: none">• What do I want to accomplish? Why?• What are the requirements?• What are the constraints? <p>A general goal is, "Get in shape." A specific goal is, "Join a gym and workout 3 days/week."</p>	
<p>Measureable</p> <ul style="list-style-type: none">• How will i measure progress?• How will i know the goal is accomplished? <p>When you measure progress, you stay on track, reach your target dates, and experience the achievement that helps you put forth the effort needed to reach your goal.</p>	
<p>Achievable</p> <ul style="list-style-type: none">• What steps (or short term goals) can i take to accomplish this goal?• What resources will I need? <p>Develop the attitudes, skills, financial capacity, and social support that you need to make goals that are important to you come true.</p>	
<p>Relevant/realistic</p> <ul style="list-style-type: none">• Is this a worthwhile goal (aligned with long term goals and values)?• Is it the right time? <p>A realistic goal must is an objective you are both willing and able to work toward, and one that you believe you can accomplish.</p>	
<p>Time-Bound</p> <ul style="list-style-type: none">• How long will it take to accomplish?• When is the goal due?• When will you work on this goal?	

Adapted from: <http://www.umassd.edu/fycm/goalsetting/resources/smartgoals/>