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:**

<table>
<thead>
<tr>
<th>Specific</th>
<th>A general goal is, &quot;Get in shape.&quot; A specific goal is, &quot;Join a gym and workout 3 days/week.&quot;</th>
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</thead>
<tbody>
<tr>
<td>Measureable</td>
<td>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.</td>
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<tr>
<td>Achievable</td>
<td>Develop the attitudes, skills, financial capacity, and social support that you need to make goals that are important to you come true.</td>
</tr>
<tr>
<td>Relevant/realistic</td>
<td>A realistic goal must is an objective you are both willing and able to work toward, and one that you believe you can accomplish.</td>
</tr>
<tr>
<td>Time-Bound</td>
<td>When will you work on this goal?</td>
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</tbody>
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Adapted from: [http://www.umassd.edu/fycm/goalsetting/resources/smartgoals/](http://www.umassd.edu/fycm/goalsetting/resources/smartgoals/)