

# **GS-LSAMP/NNJ-B2B**

## **Cross-Campus Peer Mentoring (CCPM)**



## **Mentor Training Packet**

**AY 2019-20 Cohort**

**Session Dates: October 4, 2019 – April 17, 2020**



## **GS-LSAMP/NNJ-B2B CROSS-CAMPUS PEER MENTORING (CCPM) PROGRAM**

### **About the Program**

The GS-LSAMP Cross Campus Peer Mentoring Program was designed to help community college students make a smooth and successful transition from their two year colleges to the 4-year academic institution of their choice. In order to accomplish this goal, you, our 4-year peer-mentor, will be assigned no more than 8 mentees. As a mentor, you are expected to:

### **Mentor Responsibilities**

- Complete and submit: this contract, statement of appropriate conduct and confidentiality agreement, as well as any requested surveys (1-3 during the semester).
- Attend a Mentor training (arranged by your LSAMP site coordinator) and a Mentor/Mentee Meet and Greet (arranged by the B2B coordinator of the community college to which you are assigned).
- Maintain weekly contact with each of your mentees. (At least 30 minutes per week per mentee is required.)
- Documentation of your communication with each of your mentees (to be submitted in PDF format only).
- Attend the GS-LSAMP/NNJ-B2B Annual STEM Research Conference on **October 11, 2019, 8:30 am – 3:00 pm, College Avenue Student Center, Rutgers-New Brunswick**).
- Complete and submit a final survey

The CCPM program will run from October 4, 2019, through April 17, 2020. Upon completion of your obligations, you will be compensated with a stipend of \$100 per mentee who completes the program.

# 5 Effective Mentoring Skills

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## **Skill #1: Open mindedness.**

By far, one of the most important skills you need to have is the ability to keep an open mind. We all come to the mentoring "table" with our own thoughts, our own value system, and our own prejudices. This is normal: it's called being human. But the purpose of mentoring is to transform...not only the mentee, but also the mentor. For this to occur, everyone needs to open their minds to new ways of thinking. It's not always easy, and it will likely be an ongoing process throughout the mentoring relationship. The point is to be aware of what you're thinking...and how it's affecting the relationship.

## **Skill #2: Active listening.**

There are two types of listening: active and passive, and their definitions are just as their names imply. When you actively listen, you're fully engaged with the other person. You're focused on what he or she is saying, and you reinforce what the person is saying by offering nonverbal cues, such as eye contact and nodding your head. Active listeners are alert, sit up straight, ask questions, and show their sincere interest in what the other person is saying. Both mentors and mentees need to engage in active listening with one another.

## **Skill #3: Tough questioning.**

The way to dig deeper into an issue is by asking questions, and sometimes the most important questions are hard to ask. Ask them anyway. Do so with diplomacy and tact, of course, but go ahead and ask.

## **Skill #4: Total honesty.**

This goes hand-in-hand with the previous skill. If you ask a tough question – or if you're asked a tough question – be prepared to hear honest answers (or to deliver honest answers). It's not always easy to be completely honest, but it's important. Of course, to be honest, you need to feel safe.

## **Skill #5: Deeper reflection and self-awareness.**

You ask a tough question, you hear an honest answer, and now what? This is where reflection and self-awareness come in. It's easy to want to move away from the challenging conversations and onto easier subjects. But the most successful mentoring relationship won't allow for this. Instead, mentors and mentees will take time to reflect on what's been discussed. This is important because when we're discussing difficult issues, we can often slip into defense mode in the heat of the moment. Taking time to reflect, however, can help us avoid knee-jerk reactions and, instead, help us grow. Which is the whole point, right?

*It's important to note that you won't master these skills overnight. In fact, some of these skills are ones we'll all be working on throughout our lives. That said, we've found that the mentors and mentees who embrace these skills sooner rather than later are the ones who experience the most success in their mentoring relationship.*

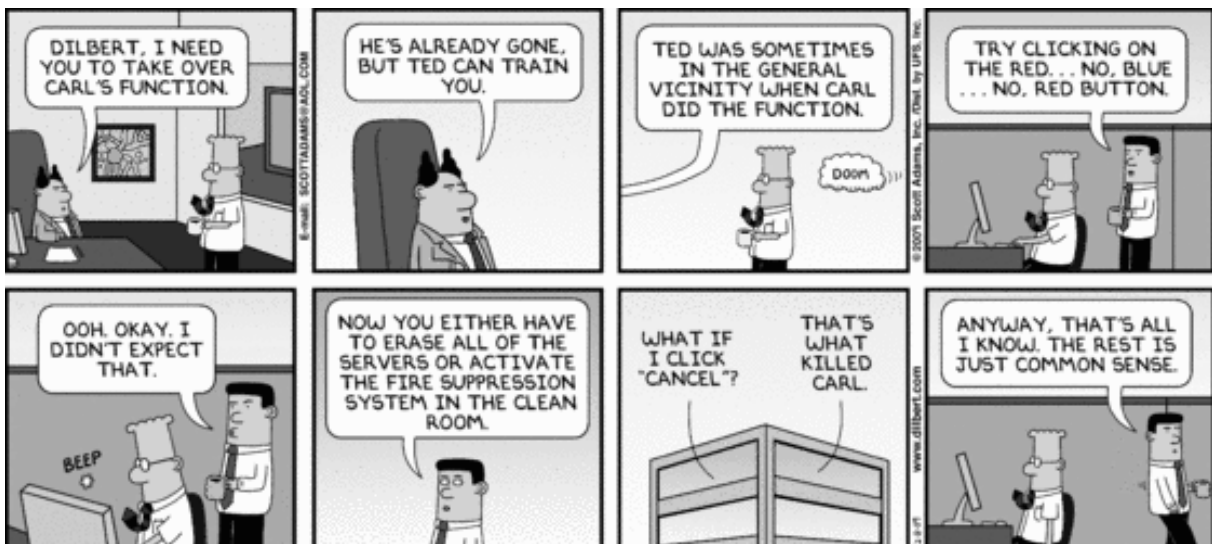
# THE DOS & DON'TS OF MENTORING

## DO

- **Identify the Potential in Others/Believe in Others**
- **Give Encouragement**
- **Network and Be a Resourceful Guide**
- **Display Patience and Tolerance**
- **Maintain Cultural, Racial, Ethnic and Gender Consciousness**
- **Remain Courteous and Professional**
- **See the Big Picture**

## DON'T

- **Be Too Busy to Mentor**
- **Use Your Mentee as Help**
- **Be Unaware of Campus Goings-On and Opportunities**
- **Be Overly Critical or Discouraging**
- **Be Ego Driven**
- **Stereotype, Pre-judge or Generalize**



# POSSIBLE MENTOR-MENTEE BONDING ACTIVITIES

(You are not required to complete any of the following activities. They are just suggestions.)



## **SAME ACADEMIC INTERESTS?**

Ask a professor would he/she mind your mentee tagging along to class.

## **LSAMP MEETING ON YOUR CALENDAR?**

Invite your mentee to an extracurricular meeting on campus.

## **LOVE TO READ?**

Meet at the library to chat or browse through the stacks.

## **TAKEN THAT CLASS BEFORE?**

Help your mentee practice a few problems.

## **SAME SOCIAL INTERESTS?**

Encourage your mentee to visit your campus during free period.

## **LOCAL COLLEGE FAIR?**

Accompany your mentees and grab a few applications along the way.

## **DOING RESEARCH?**

Make arrangements with your advisor to have your mentee visit the lab.

## **GOT SOME OUT OF THIS WORLD IDEAS?**

Try them out by entering a STEM Competition.

# **How Can I Be of Assistance???**

*You may be able to help your mentees to:*

- Apply to a 4-year school
- Proofread their application essay
- Identify a faculty mentor
- Find a research opportunity
- Figure out on-campus parking
- Navigate the financial aid process/complete FAFSA
- Determine the “best” classes to take
- Develop a professional LinkedIn page
- Explore different majors
- Decide on the 4-year school that is right for them
- Learn about on-campus extracurricular activities
- Find the confidence to pursue a STEM degree
- Find the best places to eat near campus
- Choose the right schedule for next semester
- Figure out where to get tutoring help
- Identify helpful professors at your old community college
- Anticipate pitfalls of transferring (long commute, closed classes...)
- And much, much more...



## Spring 2019 Cohort GS-LSAMP/NNJ-B2B Cross-Campus Peer Mentoring (CCPM) Mentor Contract

Dear Mentor:

Congratulations! You have been selected to serve as a mentor in the Cross-Campus Peer Mentoring Program. As a mentor, you will be assigned up to several students from an NNJ-B2B or GS-LSAMP community college. As a mentor, you will serve as an invaluable resource to your mentees as they work towards their goal of transferring to a 4-year STEM degree program. This includes fielding any questions your mentees may have about applications, financial aid, scholarships, research opportunities, GS-LSAMP and much more.

As a mentor, you will be expected to:

- Complete and submit: this contract, statement of appropriate conduct and statement of confidentiality, as well as any requested surveys (1-3 during the semester).
- Attend a Mentor training (arranged by your LSAMP site coordinator) and a Mentor/Mentee Meet and Greet (arranged by the B2B coordinator of the community college to which you are assigned).
- Maintain weekly contact with each of your mentees. (At least 30 minutes per mentee per week is required.)
- Documentation of your communication with each of your mentees (to be submitted in PDF format only).
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The CCPM program will run from October 4, 2019, through April 17, 2020. Upon completion of your obligations, you will be compensated with a stipend of \$100 per mentee who completes the program.

Sincerely,

Thom van Aken  
NNJ-B2B Project Director

*By signing below, you acknowledge that you understand and accept all the responsibilities of a mentor of the NNJ-B2B Cross-Campus Peer Mentoring program. You also agree to submit all required documents prior to the receipt of your stipend.*

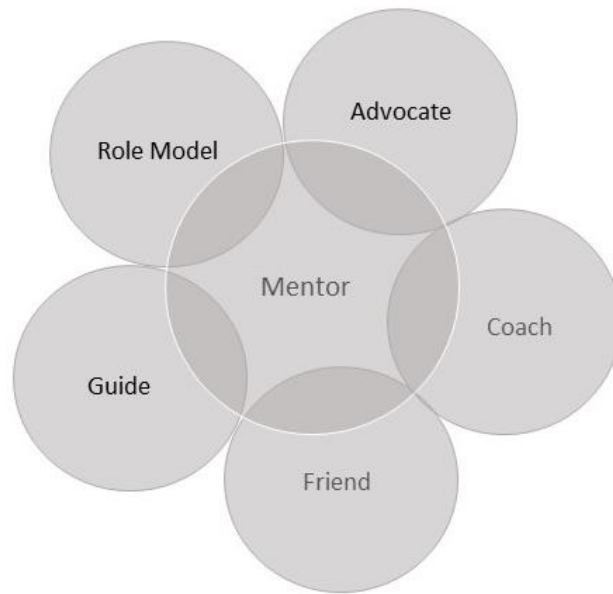
"I fully understand the details of this contract and accept the responsibilities of a CCPM program mentor."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## STATEMENT OF APPROPRIATE CONDUCT



You can play many roles in your mentees' academic and professional success:  
friend, coach, guide, advocate, and role model are just a few.

Some behaviors, however, **foster a negative environment**.

To maintain effective and cordial mentor-mentee relationships, some behaviors are strictly prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening any mentor or mentee (verbally or physically).

**By signing below, you acknowledge that you understand the concept of appropriate conduct and agree to honor the dignity of every Cross-Campus Peer Mentoring participant (mentor and/or mentee).**

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SIGNATURE

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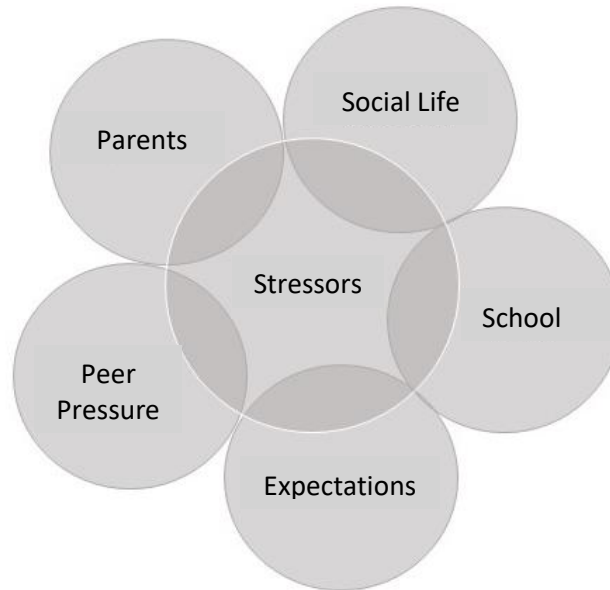
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DATE



# CONFIDENTIALITY AGREEMENT



Today's college students face a host of pressures that extend far beyond academics. As a mentor, some of your mentees may seek your support in coping with many of these issues. Please remember confidentiality is a key component to developing a successful mentor-mentee relationship. However, while it is okay to forge a professional friendship, there are some situations that you are not equipped to address. The following describes a few examples of when it is and is not appropriate to maintain confidentiality.

KEEP CONFIDENTIAL	APPROPRIATE DISCLOSURE
Academic performance  Learning disabilities  Psychological disorders (i.e. ADHD, OCD, etc... (unless it poses a physical threat))  Sexuality/Sexual Orientation	Anything that poses a threat to school property or safety.  Anything that poses a risk to you, your mentee (i.e. suicide), or any other person.  ♦  If you witness any of the above, contact your LSAMP coordinator or NNJ-B2B Project Director, Thom van Aken <u>immediately</u>

By signing below, you acknowledge that you understand the concept of appropriate disclosure and agree to honor the confidentiality of your mentees.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE