



**FOR THE
COMMON
GOOD.**

GCNYC Mentorship Handbook 2022-2023

TABLE OF CONTENTS

Mission Statement	<u>3</u>
Overview	<u>4</u>
Process	
Expectations	<u>5</u>
Availability	
Discretion	
Roles	<u>6</u>
Role of Mentor	
Role of Mentee	
The First Meeting	<u>8</u>
Suggested Discussion Topics	
Contact Us	<u>9</u>

MISSION STATEMENT



The mentor-mentee relationship is an important tool to support the GCNYC community to ensure sustained, shared success. The mentorship dynamic provides mentees with important additional support while they navigate graduate school, access to professionals to see sustainability and impact in action, and the tools to develop networking skills which will serve them throughout their careers. It provides mentors the opportunity to share their knowledge, expertise, and experiences with graduate students in order to support them through their professional and educational challenges while giving back to the GCNYC community.

The GCNYC mentorship program aims to enhance graduate student experience and growth to ensure the greatest success and impact for The Common Good.

OVERVIEW

Our student-alumni mentorship program matches GCNYC students with GCNYC alumni working across a range of fields where they leverage their impact-focused education to drive positive change. The mentorship program is open to new students (or in our initial launch, any interested student) across any graduate program at GCNYC. Both mentors and mentees must complete a questionnaire which is used to pair students with alumni, and we do our best to broker matches that closely meet student requests. After graduation, students are eligible to join the program as mentors.

The GCNYC mentorship program is meant to provide general personal and professional development through the cultivation of the unique relationship between mentor and mentee. The mentorship relationship is not intended to serve an academic function including tutoring.

Process

Interested students are encouraged to apply to the GCNYC mentorship program. Both the mentor and mentee are asked to fill out a short survey of questions covering goals, expectations, and other necessary information to help make the best possible mentor/mentee match. The results of the application survey will determine eligibility and mentor/mentee pairing. The Career Services office will provide both mentor and mentee with details about any pairing via email. Upon confirmation, participants are expected to attend a mandatory introductory meeting via Zoom within 2 weeks.

Mentorship applications are open to new students at the start of their first term (or in our initial launch, any interested student). Application close dates are as below for the 2022-2023 school year:

Tri A: September 19, 2022

Tri B: January 20, 2023

Tri C: May 8, 2023

Mentorship relationships are expected to last at least 6 months and are welcome to continue unofficially beyond 6 months at the discretion of the mentor and mentee.

EXPECTATIONS

Mentor and mentee are asked to meet once monthly for a six month period of time following the mandatory introduction as well as keep in touch routinely via email. Meetings should be 45 minutes to an hour in length. Please keep all interactions professional. Mentorship relationships are welcome to continue unofficially beyond the required 6 months at the discretion of the mentor and mentee.

Pairs can meet in any format they choose - in person, over Zoom, telephone, Google meets, etc.

GCNYC Career Services will not facilitate meetings between mentor and mentee. After the initial email introduction, it is up to the mentee and mentor to communicate to schedule any meetings. At any time, if either mentor or mentee feels the relationship is not constructive, beneficial, or safe, GCNYC Career Services will step in to officially terminate the relationship.

Availability

Both mentors and mentees are expected to be available for one meeting monthly and mentors are requested to be reasonably responsive to their mentees through email. Neither mentors nor mentees are obligated to share their phone number or any other contact information with one another. We encourage both parties to discuss and set communication boundaries at the beginning of the relationship. Some boundaries to discuss include:

- What are reasonable hours of communication?
- What are preferred communication channels?
- What is a reasonable response time for email?

Confidentiality

The relationship between mentor and mentee works best when both feel it is a place of safety. Mentors and mentees should consider all conversations confidential and should not share details with others. If an issue arises that is out of scope for the mentor/mentee relationship or makes either party uncomfortable, please contact the Career Services team.

ROLES

The Role of the Mentor

Any GCNYC graduate is eligible to become a GCNYC mentor. The obligation of the mentor is to share their expertise, experience, and recommendations for how to best navigate grad school as well as sustainability and impact work. It is not the mentor's role to provide job or internship searches nor for the mentor to provide tutoring for any GCNYC coursework. The role of the mentor is to offer advice on career development and career goals, foster networks, provide encouragement, support, and tips for managing graduate school at GCNYC, and offer any other advice or feedback on how best to succeed as a graduate student focused on sustainability and positive impact.

Mentors are expected to be able to commit to the six month program. Additionally, mentors are expected to be mentally present during meetings and prepared to answer a range of questions both in meeting and via email in a timely manner.

Mentors are to provide the following to the GCNYC Career Services team:

- Bio (<200 words)

- Linkedin link

- Any other relevant links (optional)

- Completion of short questionnaire

- Completion of a GCNYC mentorship evaluation for each mentee at the end of the official relationship

Completion of the questionnaire or application process does not guarantee that one will become a mentor/mentee. Placement is dependent on participation at the time of the application.

The Role of the Mentee

The mentorship program is open to new students in their first trimester at GCNYC (or in our initial launch, any interested student). It is the responsibility of the student mentee to lead the mentor/mentee relationship and to initiate contact with their mentor once assigned. It is the obligation of the mentee to come prepared to every mentor meeting with questions and topics to discuss, to own all scheduling for any and all mentorship meetings, to receive feedback, and to be gracious to their mentor.

Please remember that mentors are fully volunteer; please be respectful of the mentor's time and preferred communication method. If at any time you feel uncomfortable with your mentor, please contact the Career Services team.

Mentees are to provide the following to the GCNYC Career Services team:

- Bio (<200 words)

- Linkedin link

- Any other relevant links (optional)

- Completion of a short questionnaire

- Completion of the GCNYC mentorship evaluation at the end of the official relationship

Completion of the questionnaire or application process does not guarantee that one will become a mentor/mentee. Placement is dependent on participation at the time of the application.

THE FIRST MEETING

The first mentor/mentee meeting is much like a first date; it is a great time to get to know one another and discuss what you both would like to achieve from the relationship.

In the initial meeting you should discuss your preferred communication channels and boundaries as well as your goals. The mentee should come to the initial meeting prepared with questions.

Suggested Discussion Topics

- Career development
- Hobbies and interests
- Why you chose to attend GCNYC
- Experiences and expectations as graduate students
- Work-life-student balance
- What sustainability or positive impact means to you
- Why sustainability or positive impact work is important to you
- Networking
- Resumes, cover letters, and interviewing skills
- LinkedIn

CONTACT US



Michelle Gabriel
Director of Career Services
michelle.gabriel@gcu.ac.uk

Glasgow Caledonian New York College
Career Services
64 Wooster Street
New York, NY 10012