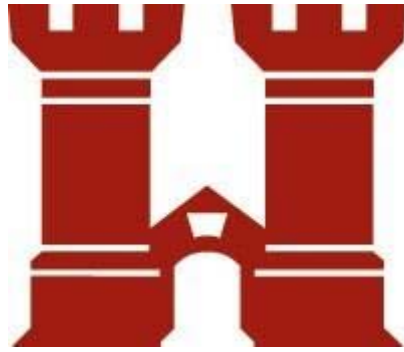


# A guide for Mentors and Protégés at W&J



## Overview

The overall goal of the Alumni Mentor Program at Washington & Jefferson College is to provide current students with guidance, support, and an environment for confidential discussion.

### Principles for Mentors and Protégés

**Strive for mutual benefits.** The relationship should be defined from the beginning as mutually beneficial. Each participant has committed to the relationship by choice. Each should openly share his or her goals for the relationship and work collaboratively to help achieve them.

**Agree on confidentiality.** Maintaining an environment of confidentiality is a critical component in building trust between the participants. Without a mutually understood ability to speak freely as the situation warrants, the relationship is unlikely to reach its full potential.

**Commit to honesty.** The participants should be willing to candidly share what they expect to gain from the relationship and their vision for getting there. They should be prepared to offer frank feedback as appropriate, even if the feedback is critical.

**Listen and learn.** Mutual benefit and honesty can only be achieved when both members feel their viewpoints are heard and respected. Mentors, especially, need to remember that the relationship is not primarily about them. Lead by example. Actions create the most lasting impression.

## The Role of a Mentor

- Serve as a role model, an example of a person you'd like them to emulate, including, but not limited to upstanding character, attitude and ambition
- Provides support, encouragement, and positive perspectives
- Serves as a resource person and confidant when personal, job and educational problems occur.
- Recommends ways for the student to develop specific job skills, effective behavior, and how to function in the work environment.
- Gives feedback on observed behavior and reported performance.
- Meets/Talks with the student at agreed upon intervals for feedback, discussion, and planning.
- Seeks information and assistance to resolve questions or problems.
- Agrees to a no-fault conclusion of the mentoring relationship when (for any reason) the time is right.

## What Mentors Do

- Encourage high expectations of performance
- Offer challenging ideas
- Help build self-confidence
- Encourage professional behavior
- Offer friendship
- Listen to personal problems
- Determine cause of negative behaviors and attitudes
- Teach by example
- Provide growth experiences
- Offer wise counsel
- Stand by their protégés in critical situations
- Encourage winning behavior
- Trigger self-awareness
- Inspire their protégés
- Share critical knowledge
- Offer encouragement

## What Protégés Do

- Come to each conversation prepared to have an open discussion
- Maintain communication within the established schedule
- Communicate clearly any issues, problems or concerns that you might want help thinking through
- Show your appreciation for your mentor
- Accept constructive criticism
- Follow-through on any referrals made by the mentor

## Campus Resources for Students and Mentors

### Counseling Services:

724-223-6107 for an appointment

### Director of Academic Advising:

Academic counseling, assessment of current academic skills, note taking skills, talking to your advisor/instructor, etc.

Catherine Sherman – [csherman@washjeff.edu](mailto:csherman@washjeff.edu); 724-503-1001, Ext. 6008

### Financial Aid:

[finaid@washjeff.edu](mailto:finaid@washjeff.edu); 724-223-6019

### Office of Career Services:

Internships, resume review, career guidance, workshops etc.

[careerservices@washjeff.edu](mailto:careerservices@washjeff.edu)

724-229-5126

### Peer Assisted Learning:

Peer-based learning in specific subjects.

Jim Sloat – [jsloat@washjeff.edu](mailto:jsloat@washjeff.edu) ;724-250-3408

### Residence Life:

[reslife@washjeff.edu](mailto:reslife@washjeff.edu); 724-229-5120

### Student Activities, Involvement, and Leadership:

[sail@washjeff.edu](mailto:sail@washjeff.edu); 724-229-5139

### Travel/Study Abroad:

[ocs@washjeff.edu](mailto:ocs@washjeff.edu); 724-503-1001, ext. 6051

For a full list of Offices and Services Available at W&J, go to [www.washjeff.edu/offices.aspx](http://www.washjeff.edu/offices.aspx)

### Mentor Program Coordination:

Sarah Sperry

[ssperry@washjeff.edu](mailto:ssperry@washjeff.edu); 724-250-3335

