

NAC Program Guide 2016

NAC Mentors

Mentoring is an active partnership designed to foster professional growth and career development. In order for the mentoring program to be successful, mentors and mentees must be active and committed participants. In the event that participants are unable to fulfill the responsibilities of the mentoring relationship, the NAC program site coordinator may be contacted for assistance.

The specific responsibilities of the mentors in the mentor/mentee relationship are to:

- Establish mentoring agreements that outline the terms of the relationship
- Communicate with mentees regularly, as established by the mentoring agreement
- Participate in orientation, training events, and additional mentoring activities through NAC
- Assist mentees to establish an Individual Development Plan (IDP)
- Provide advice, coaching, and/or feedback to mentees on a regular basis
- Complete and submit progress reports to NAC Site coordinators
- Maintain confidentiality within mentoring relationships
- Guide the mentee to the completion of the program
- Provide support throughout the year with the NAC Mentees
- Maintain appropriate professional conduct throughout program.

The mentor will commit for an entirety of the NAC program during the summer and scheduled follow ups during the year

Structure of the NAC Mentor Program

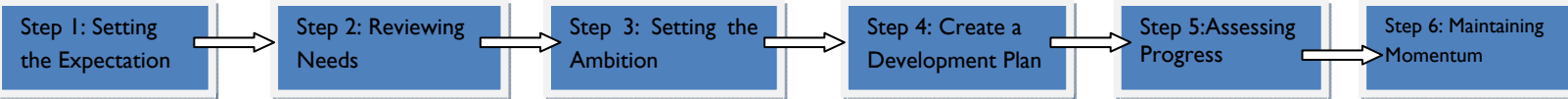
- Mentees and Mentors meet each week for 1.5 to 2 hours for 10-12 weeks of the Summer Program.
- Mentor will participate in NAC related activities
- Mentees and Mentors complete monthly feedback and tracking reports
- Mentees and Mentors provide evaluation upon completion of the NAC mentoring Program .

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NAC Mentor Introduction

The goal of the Mentor is to create a lasting supportive relationship to enable the development of research, academic, and professional development skills for the NAC Students. Mentors will attend training and orientation of the NAC Mentor Program. After attending training Mentors will be assigned a mentee. During training NAC mentors will be provided with tools and resources and continued support to enable support during the lifetime of the program.

Mentoring Process



Suggested ways to interact with the NAC students are:

- Find commonalities with Mentee during evaluation of application and upon arrival of the Student, share interests (research and personal),
- Share professional background (what was the path taken to get where you landed professionally)
- Share personal and professional goals
- Share strengths and areas that need development (both Mentor and Mentee should share this)

NAC Mentor will have weekly formalized meetings with NAC student. During the initial meeting the NAC mentor will work on setting Expectations.

During the initial meeting the Mentor will:

- Define expectations
- What do you expect from a mentor?
- What do you expect from a mentee?
- Setting ground rules
- Sign MENTOR/ MENTEE contract (appendix 2.0)

Mentor will determine for the Daily meetings what will be discussed.

- Issues
- Development plans
- Coaching
- How I will give feedback
- How I will receive feedback
- Agree on meeting times and dates

Mentors will practice Active listening

- Empathy
- Paraphrasing
- Being Attentive
- Not interrupting
- Asking open-ended questions