

ALUMNI MENTORING PROGRAM



ALUMNI ORIENTATION WORKBOOK



PennState
College of Health and
Human Development

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ORIENTATION WORKBOOK

What are the goals of the Mentoring Program?

- To provide an opportunity for students to learn about career paths, professional fields, and educational options from alumni working in their field of interest.
- To provide an opportunity for alumni to become more involved with the College of Health and Human Development by sharing their knowledge and experience with students.
- To encourage protégés to become alumni mentors once they graduate.

Resources

Penn State Career Services – studentaffairs.psu.edu/career

College of Health and Human Development – hhd.psu.edu

Penn State News (daily news from Penn State) – news.psu.edu

Penn State Alumni Association – alumni.psu.edu

The Mentoring Group – mentoringgroup.com

Acknowledgments

Penn State Career Services

Penn State College of Liberal Arts Alumni Mentor Program

Penn State Commission for Women

University of Wisconsin

“As a previous undergraduate mentee of this program, I really valued the chance to have mentors who were very experienced in the field I was pursuing, and whom not only gave **great career advice**, but also helped **teach life lessons** that I’ve cherished and tried to pass on. As a current mentor, I’ve been paired with a few interesting mentees and really enjoyed seeing how they’ve personally developed and pursued their endeavors.

Mentoring is the opportunity to not only pass on valuable lessons and guidance, but to also help you see how far you’ve come and have the further **motivation to grow** and improve yourself.”



– Evelyn Tyan '15 Health Policy and Administration
past protégé and current mentor



“ Offering my personal, educational, and career experiences to a student is just one way I can pay it forward for what Penn State has given me. It is more valuable than any financial contribution. For this I am grateful. ”

**- Michael J. Humen, ATC, MeD,
'96 Exercise and Sport Science
*Pfizer Pharmaceuticals Inc.***



“Through the HHD mentoring program, I was able to gain insight about a future career in healthcare that I had not known before. Before I received a mentor, I was very confused about what I wanted to do in the future with all the possibilities available in healthcare. My mentor helped me focus on my interests and strengths, and how I could best apply them. It was so nice to have a mentor who went through the same challenges as me in choosing a career, so she could relate her past experience of being an undergraduate student, and present experience of being a nurse. I value her advice, and I know we will keep in touch even after graduation. ”

- Grace Waverka, '20 Biobehavioral Health



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Interacting with your student protégé

Your student protégé may feel apprehensive about contacting or speaking with you. You may have to stimulate conversation by asking about his or her coursework and interests. Ask open-ended questions (that require more than “yes” or “no” answers), and ask the protégé to clarify general expressions of his or her thoughts. Be willing to offer feedback at the appropriate time.

Helpful questions and conversation starters

- How to prepare for their chosen career while still in college
- Importance of building a portfolio with internships
- Career options for a specific major
- Other majors to consider for a specific career
- Networking skills
- Professional etiquette, including online presence on social and professional sites
- Business ethics
- Resources for internship or job searching
- What makes a good first job
- Benefits/career path/location/advancement opportunities
- Discuss short- and long-term career issues, which may include preference of a geographical area or commitments to other persons, such as spouses, family members, and friends
- Consult on course selection, research, student organizations, and other extra-curricular activities
- Exchange and discuss papers written by the student or published by the mentor
- Discuss trends or developments in the field
- Research summer jobs and/or internships
- Write/edit résumé and cover letter
- Arrange or conduct mock interviews
- Discuss interviewing tips and experiences
- Discuss continuing education and other ways to enhance skills and marketability
- Attend/suggest conferences or symposia
- Discuss professional readings and publications
- Discuss professional organizations, affiliations, and certifications
- Discuss employment offers and salary negotiation
- Discuss search/recruitment firms and other job-seeking tools
- Discuss networking strategies or tips
- Discuss “the elevator pitch” by practicing a short persuasion speech (presenting your best self)



Tips for mentors:



Effective Communication. Decide on a preferred means of communication with your protégé. Choose a method that is convenient for both of you. It is expected that you will communicate on a monthly basis.



Complete the goal setting sheet together. This will allow you to share your expectations with your student protégé, discover the student's expectations, and set SMART goals and action steps that will meet or exceed these expectations.



This program is not designed for you to provide your student protégé with jobs or internships. The program seeks to enhance your student protégé's career and self-awareness so they are better equipped to find internships and jobs that match their goals and career interests. You may however invite your student protégé to shadow you for a day.



The mentoring partnership is designed to last until they graduate. We understand, however that some partnerships will last longer than others. We have done our best to match alumni with students based on the information provided in the applications, but sometimes two people just do not "click." Please feel free to contact Brooke Owen (see back panel) to discuss the situation and bring closure to the relationship if needed.

ORIENTATION WORKBOOK

Goal Setting and Action Plan

Protégé Name: _____

Email: _____

Telephone/Cell: _____

Mentor Name: _____

Email: _____

Preferred Telephone/Cell: _____

Who is responsible for scheduling when and how to communicate?

How frequently will we communicate? (minimum once a month)

What is our primary method of communication?

SMART Goals

The value of your mentoring relationship will increase significantly if you set and seek to achieve **S**pecific **M**easurable **A**ttainable **R**ealistic **T**ime-bound goals.

Example:

SMART Goal: Create or update résumé and cover letter

Action step(s):

Visit Career Enrichment Network/Career Services, draft résumé and cover letter

Target completion date(s):

March 15



SMART Goal 1: _____

Action step(s):

Target completion date(s):

SMART Goal 2: _____

Action step(s):

Target completion date(s):

SMART Goal 3: _____

Action step(s):

Target completion date(s):

SMART Goal 4: _____

Action step(s):

Target completion date(s):

College of Health and Human Development

hhd.psu.edu

Alumni Mentoring Program Contacts

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