

# ALUMNI MENTORING PROGRAM



# STUDENT ORIENTATION WORKBOOK



**PennState**  
College of Health and  
Human Development

# ALUMNI MENTORING PROGRAM

## ORIENTATION WORKBOOK

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### 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](http://studentaffairs.psu.edu/career)

College of Health and Human Development – [hhd.psu.edu](http://hhd.psu.edu)

Penn State Alumni Association – [alumni.psu.edu](http://alumni.psu.edu)

The Mentoring Group – [mentoringgroup.com](http://mentoringgroup.com)

### Acknowledgments

Penn State Career Services

Penn State Commission for Women

Penn State College of Liberal Arts Alumni Mentor Program

University of Wisconsin

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“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 mentor

Don't worry if you feel nervous about communicating with your mentor. Remember that your mentor is there to answer your questions, give you advice, and help you better understand your field of interest and how you can reach your educational and career goals. Mentors volunteer for this program because they want to help you.

## Getting started

A good way to begin your mentorship experience is by getting acquainted with your mentor. Ask questions about your mentor's professional journey to learn what has helped to make him or her successful. If you feel comfortable, you may also want to learn about him or her as an individual (i.e. his or her likes/dislikes).

## Helpful questions and conversation starters

- Why did you choose Penn State?
- If you were a Penn State student again, what would you do differently?
- What was your first job out of college and how did you get it?
- What trade-offs have you made in balancing work and family as your career has developed?
- What is a typical work day for you?
- What aspects of your job take the most time?
- What do you like most or find most interesting about your work?
- What do you like least about your job?
- What kinds of problems do you face? Find most difficult?
- What skills/abilities are most important in your work?
- What are your hobbies, outside interests, volunteer activities, etc.?

## Suggested Activities

- Review your résumé and cover letter together.
- Role-play telephone skills in anticipation of phone interviews.
- Conduct a mock interview.
- Review Career Enrichment Network resources and program offerings together and identify those that would be appropriate for you.
- Research summer jobs and internships, and identify targeted organizations.
- Shadow your mentor for a day. Observe client, staff, or strategy meetings.
- Participate in a business meal.
- Keep a mentorship journal to record details of meetings, significant events, accomplishments, and insights gained.
- Discuss current events.
- Discuss a "case study" relating to your mentor's work or professional development.
- Look for opportunities to grow and develop by asking for feedback, reflecting on experiences, and developing new skills and abilities.
- Maintain a clear sense of where you are going and track progress along the way.
- Openly discuss goals, challenges, and concerns with your mentor and inform him or her of progress made.



## Tips for Protégés:



**Effective Communication.** Decide on a preferred means of communication with your mentor. 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 alumni mentor, discover the mentor's expectations, and set SMART goals and action steps that will meet or exceed these expectations.



**This program is not designed to provide you with jobs or internships.** The program seeks to enhance your career and self-awareness so you are better equipped to find internships and jobs that match your goals and career interests. Your mentor may however invite you to shadow him or her for a day.



**The mentoring partnership is designed to last until you 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):

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Target completion date(s):

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**SMART Goal 2:** \_\_\_\_\_

Action step(s):

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Target completion date(s):

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**SMART Goal 3:** \_\_\_\_\_

Action step(s):

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Target completion date(s):

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**SMART Goal 4:** \_\_\_\_\_

Action step(s):

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Target completion date(s):

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# College of Health and Human Development

hhd.psu.edu

## Alumni Mentoring Program Contacts

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Expand your network: Add "Penn State HHD to your LinkedIn profile." 

Capture your  
experience



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experience



Tag your  
experience



# #HHD Mentoring