

COLLEGE OF EARTH AND MINERAL SCIENCES

## ALUMNI MENTORING PROGRAM

# ALUMNI MENTOR HANDBOOK



# Alumni Mentoring Program Contacts

## Program Director

Colleen Swetland  
Assistant Director of Alumni Relations  
116 Deike Building  
University Park, PA 16802  
814-863-4667 (voice)  
[clw2@psu.edu](mailto:clw2@psu.edu)

## Director of Development and Alumni Relations

Carol Packard  
104 Deike Building  
University Park, PA 16802  
814-863-4673 (Voice)  
[cak164@psu.edu](mailto:cak164@psu.edu)

## Resources

Penn State Career Services – [www.studentaffairs.psu.edu/career](http://www.studentaffairs.psu.edu/career)  
Ryan Family Student Center – [www.ems.psu.edu/student\\_center](http://www.ems.psu.edu/student_center)  
College of Earth and Mineral Science – [www.ems.psu.edu](http://www.ems.psu.edu)  
Penn State Alumni Association – [www.alumni.psu.edu](http://www.alumni.psu.edu)

## Social Media

Facebook – [www.facebook.com/GEMSatPSU/](http://www.facebook.com/GEMSatPSU/)  
Twitter – [www.twitter.com/PSUEMS](http://www.twitter.com/PSUEMS)  
Flickr – [www.flickr.com/photos/psuems/](http://www.flickr.com/photos/psuems/)

## Acknowledgment

Special thanks to the College of Health and Human Development (HHD) Mentoring Program, which served as the basis for our mentorship resource guides.xxxx

# What are the goals of the Student-Alumni Mentoring Program?

- To provide an opportunity for alumni to become more involved with the College of Earth and Mineral Sciences by sharing their knowledge and experience with students.
- To provide an opportunity for students to learn about career paths, professional fields, and educational options from alumni working in their field of interest

## 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).
- Discuss the importance of diversity and inclusion in the workplace.

## Tips for mentors:

1. **Effective communication is essential to healthy relationships and a mentorship is no exception.** Be professional in all of your communications.
2. **Decide upon a preferred method of communication with the student.** Choose a method of communication that is convenient for both of you and that you will both use regularly. It is frustrating to send someone an email and not receive a reply; these problems can be avoided by discussing this at the outset.
3. **Complete the “goal setting” sheet together.** This will allow you to share your expectations with the student, discover the student’s expectations, and set Specific Measurable Attainable Realistic Time-bound (SMART) goals and action steps that will meet or exceed these expectations.
4. **If you haven’t heard from the student, contact him or her.** You don’t need to wait for the student to contact you first. Feel free to ask the student what is occurring in their classes or student organizations, or if they are participating in any other activities related to their professional interests. You may also wish to contact the student with items of interest to him or her, including current issues or events in your field or opportunities for the student to learn more about his/her field of interest.
5. **This program is not designed to provide protégés with jobs or internships.** The program seeks to enhance the self and career awareness of protégés so they are better equipped to find internships and jobs that match their goals and interests in the future.
6. **The mentoring partnership is designed to last until the student graduates.** 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” in their mentoring relationship. Please note this is not considered a failure on either part, and that participants should feel free to contact Colleen Swetland (clw2@psu.edu) to discuss the situation and bring closure to the relationship, if needed.

# 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 Specific Measurable Attainable Realistic Time-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): January 1*

### 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):

# College of Earth and Mineral Science

## DEPARTMENTS

John and Willie Leone Family Department of Energy and Mineral Engineering

<http://www.eme.psu.edu>

Department of Geography

<http://www.geog.psu.edu>

Department of Geosciences

<http://www.geosc.psu.edu>

Department of Materials Science and Engineering

<http://www.matse.psu.edu>

Department of Meteorology

<http://www.met.psu.edu>

## INSTITUTES

Dutton e-Education Institute

<https://www.e-education.psu.edu>

Earth and Environmental Systems Institute

<http://www.eesi.psu.edu>

EMS Energy Institute

<http://www.energy.psu.edu>