

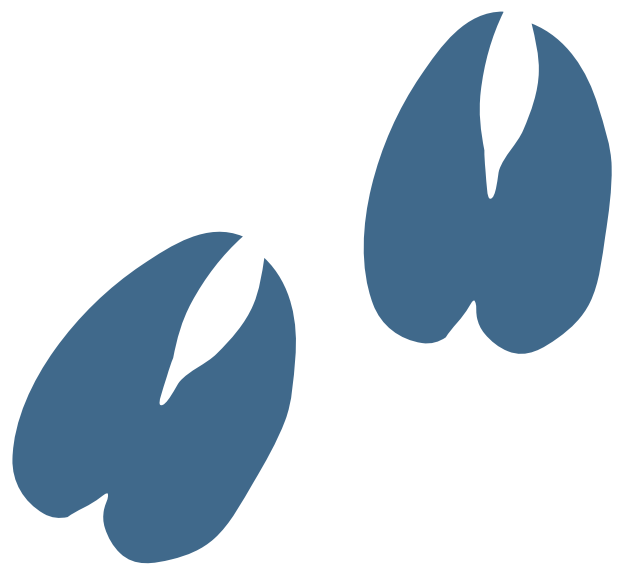
HERD

INSIDER



EDITION #1

MONTHLY MENTOR NEWSLETTER



WELCOME!

TO THE HERD MENTORSHIP PROGRAM

Thank you for mentoring a first-year student in the **Freeman College of Management**. Your guidance is invaluable and your experiences help them navigate their Bucknell journey. **This monthly newsletter will help you stay aligned with your mentee and ensure they stay on track.**

UNDERSTAND OPPORTUNITIES | LEVERAGE ALUMNI CONNECTIONS | EXPLORE UNIQUE PATHS |
ACHIEVE FORMATIVE MILESTONES | DEVELOP CORE COMPETENCIES | NETWORK WITH ALUMNI

PROGRAM GUIDELINES

- **Communicate with Your Mentee:** Students complete the Herd Mentorship Program as part of MGMT 100 (a class for all first-year management students). Students must meet with you 4 times from October through December to receive full academic credit.
- **Set SMART Milestones:** Your mentee created a SMART goal in preparation for the first meeting. Ask them about their SMART goal and coach them through achieving this goal.
- **Reach out with Issues:** If students are unresponsive or “no show” meetings, reach out to Bethany. The Herd Mentorship Program coaches professionalism, and this is their first trial at networking. When they miss meetings, they fall behind and are at academic risk.
- **Stay on Topic & Redirect Topics:** Encourage professionalism in conversations. Avoid and redirect discussions that are inappropriate for an academic setting.

ENGAGING WITH YOUR MENTEE: MEET MENTEE WHERE THEY ARE

The Herd Mentorship Program is an inclusive program that serves students within the Freeman College of Management. While topics of professionalism and careers are fruitful conversations, keep in mind that **your mentee may have a different educational path and professional goal outside of your sphere.**

Questions? Ask **Bethany Slear:** bls037@bucknell.edu

Real learning comes from real experiences.





GUIDE AND SUPPORT MENTEE

Mentees are first year students getting acquainted with being at Bucknell while developing personal identities, professional goals and learning how to ultimately blend the two. As a mentor, it is expected that you guide and support your mentee through this transitional time.

SMART GOALS

To ensure that your mentee is maximizing the mentorship, help them set, track and adjust their goals. We encourage students to utilize the SMART guidelines when setting goals. Here's an example of a leadership goal you might work through together:

SPECIFIC

I want to hold a leadership position in the Consulting Club at Bucknell.

MEASURABLE

I will actively participate in at least 3 student organizations and aim to secure a leadership role in one of them by my sophomore year.

ACHIEVABLE

I will attend weekly meetings, volunteer for responsibilities, and network with current club leaders to better position myself for leadership.

RELEVANT

Leadership experience will enhance my abilities and prepare me for a future career in consulting

TIME-BOUND

I aim to achieve a leadership role by the end of my sophomore year.

Work with your mentee to refine their SMART goals and create a strategy for achieving them!



Ideas for Goals

- Find an internship for next summer
- Determine a major I want to declare
- Secure a leadership role on campus
- Learn more about an industry I am interested in
- Develop collegiate level resumé and cover letters.

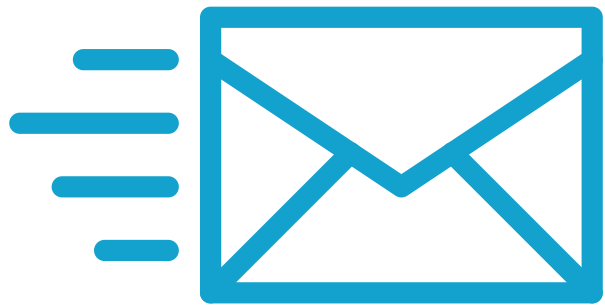


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HOW TO RESPOND TO YOUR MENTEE'S FIRST EMAIL



Your mentee has been instructed to do some research on you and send an outreach email by 10/1.

Here are a few tips for responding:

- 1. Set Clear Expectations:** Let your mentee know what communication method works best for you (Zoom, phone, or email).
- 2. Suggest Topics:** Help guide the conversation. Recommend discussing career paths, job experiences, or professional development.
- 3. Set a Regular Schedule:** Encourage your mentee to set up recurring meetings, either monthly or bi-weekly, to build a consistent rapport.
- 4. Expectations for Email Language:** Encourage professionalism in your mentee's communications. Reinforce the importance of proper etiquette, as it will be crucial in their career.

MENTOR EXPECTATIONS

MOTIVATOR: Express belief and confidence in the mentee's abilities and encourage the mentee to try new things.

RESOURCE: Teach and advise the mentee how to make professional contacts and introduce the mentee to new people, places or ideas.

SUPPORTER: Encourage open and honest communication while listening and responding to the needs of the mentee.

COACH: Assist the mentee to develop and work to achieve, realistic and meaningful goals.

RESOURCE TIP!

Each month, share a Bucknell resource with your mentee.

The **Center for Career and Advancement (CCA)** offers great tools for resume reviews, mock interviews, and internships. Encourage your mentee to connect with them early!

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FREQUENTLY ASKED QUESTIONS!

What do I do if my mentee hasn't reached out by 10/3?

→ Contact Bethany so we can ensure they stay on track.

What do I do if my mentee misses a meeting?

→ Email them and CC Bethany. Reach out directly, and we can troubleshoot the situation.

What if my mentee is disengaged or unprofessional?

→ Work through SMART goals with them to guide the conversation and provide feedback on professional norms. Ask them questions about their interests and academic/career goals. Provide resources to students that may be helpful with different problems that they have. If issues persist, contact Bethany.

What do I do if my mentee has a career interest different from mine?

→ Matches are made considering several factors. Your role is to coach on professional development and transitioning into the Bucknell community. While career alignment is beneficial, it's not the primary goal. Remember, this program isn't about securing internships—it's about mentorship and development.

Thank you
for being a part of
The Herd Mentorship
Program!

Stay tuned for the next edition of this newsletter!



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