



BEGINNING OF YEAR SUGGESTIONS 2003-2004

Things you can do to make your Mentees feel welcome:

1. Introduce yourselves to your Mentees and your Mentees to each other.
2. Be sure the contact information you have is correct. If it is not, it can be corrected with the Registrar's Office. Show your Mentees how to do that.
3. Make a contact sheet for everyone in your group containing information about the Mentor, Peer Mentor and all Mentees. Hand it out at the Friday dinner.
4. If you are a Peer Mentor who lives on campus, invite Mentees to see your room.
5. If you are a Mentor who works on campus, show Mentees where your office is.
6. Show your Mentees where their classes are.
7. Arrange to meet Mentees at the President's Picnic.
8. Contact Mentees regularly to see how things are going and if they have questions.
9. Help Mentees get started with e-mail.
10. Eat together regularly at Skylight or RWJ cafeteria. Notes:
 - ?? Mentors and all faculty and staff eat free in RWJ if they're accompanied by a student.
 - ?? Non-resident students can use their Raider accounts to eat in RWJ, but must be signed in by a resident.
 - ?? Sheila Barber has put five free meals on the cards of all non-resident Peer Mentors.
 - ?? A **Commuter Student Meal Plan** in varying amounts is available in Student Accounts to all students who don't live in the residence halls. Advantages:
 - ?? It gives students access to the RWJ Cafeteria.
 - ?? It is a better value than using the Raider account.
11. Ask open questions that **encourage communication** and **elicit information**. Examples:
 - ?? Instead of asking, "How are things going?" and receiving the answer, "Good." ...
 - Ask: "How did you decide to come to MSOE?"
 - "What things do you like best so far?"
 - "What are the things you've been most surprised by so far?"
 - "What have been the biggest challenges so far?"
 - "What's your favorite class?"
 - ?? In a group situation: Go around the table and have everyone say the two best things that happened that week.



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continued

12. Help Mentees **connect** with you and with each other. Examples:

"I see you're from Illinois. I am, too."

"Wow, you and Frank are both far from home. You're from Oregon and he's from Washington State."

"It seems like several of us in the group play musical instruments."

13. **Commuter students** are at high risk to drop out of college. They may find it harder to meet people and to learn about services available to them.

?? Make special efforts to help commuters in your group feel connected to the campus.

?? Encourage commuters to get the Commuter Student Meal Plan so they can eat with you and other new friends in RWJ.

?? Make special efforts to connect commuters with services on campus.

14. Mentors: Arrange to meet individually with each Mentee within the first three weeks.

If you are your Mentees' CSI Adviser, this is a perfect time to review the CSI.

15. Treat Mentees as individuals:

?? Each had his or her own reason for joining the Program.

?? Not everyone will be interested in activities or getting together regularly.

?? Keep in touch regularly with all Mentees.

?? Try to ensure that everyone is gaining something from the program.

16. Develop strategies for working effectively as a Mentoring Team.

Ongoing outreach is crucial during the first quarter!