MOSAIC PROGRAM

MENTOR MANUAL

2008-2009
# MOSAIC PROGRAM MENTORS 2008-2009

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Thank you for your participation!

Thank you for your participation in the Mosaic Program as an alumna mentor! Simmons very much appreciates your willingness to serve as a mentor for a young woman eager to learn about succeeding in her future career. Our alumnae mentors provide a great service to Simmons students and to the College. By sharing your time, talent, expertise, and resources, you provide students with a unique perspective of leadership in a professional environment. As a Mosaic mentor, you help foster and build the alumnae network by demonstrating to students the impact of connecting with Simmons alums.

We hope that you will find this experience fulfilling by sharing information about yourself and your organization and by learning more about the College today through your student mentee’s perspective. Thank you again for volunteering this year as a Mosaic mentor!
MOSAIC PROGRAM MENTORS 2008-2009

ALUMNI OFFICE STAFF CONTACTS:

For any questions or concerns regarding Mosaic, please contact:

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Office of Alumni Relations & Annual Giving
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sarah.zengo@simmons.edu
Work: 617-521-2112 M-F 8:30 am – 4:30 pm
Cell/Text: 508-274-8485 For urgent needs/emergencies during non-business hours.

If Sarah Zengo is not reachable in an emergency, please contact:

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Work: 617-521-2297
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Simmons College
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Boston, MA 02115
800-246-0573 or 617-521-2321
Mosaic Program Overview

This goal of the Mosaic Multicultural Mentoring Program is to provide career and life mentoring through job-shadowing and personal interactions. This program offers a special opportunity for Simmons women to share their professional insights, promote confidence, and encourage an understanding of career growth and personal potential among Simmons students. Mentors in the Mosaic program are Simmons women of color from various professional, cultural, and geographic backgrounds; many mentors live and work in the northeast, others are located throughout the country. The program is currently open to junior and sophomore undergraduate students of color.

Student applicants experience a rigorous application process which includes submitting an application, writing an essay, and submitting a current résumé, in addition to being interviewed by representatives from Advancement, the Office of Student Life and the Career Education Center. Students are notified of their selection status in late November. Mosaic students also receive a comprehensive program orientation in January after they return from winter break.

The Mosaic Program was first launched in 2005-2006. Mosaic mentors include alumnae leaders in a variety of professions such as non-profit, finance, publishing, education, consulting services, business management, and marketing just to name a few. Students paired with out-of-state mentors travel at the College’s expense to meet their mentor one-on-one. Many mentors in the program live and work in the Greater Boston area requiring little or no travel for the student.

The connections that seem to bring greatest satisfaction to both mentor and mentee are those that give the student an exciting glimpse into the inner-workings of an organization or industry, and provide some quiet one-on-one time between the student and mentor. We ask that each Mosaic mentor immerse her mentee in a leader-driven work environment and plan to incorporate some activities such as attending non-confidential meetings, participating in events, strategic thinking, work projects, informational interviews and/or a business lunch or dinner. Each job-shadowing experience is a unique opportunity for a student to learn something new and to represent Simmons. You know your organization best, so please be creative when thinking about ways to introduce your mentee to you and your company. Some suggested activities are included here.

Between February 5 and April 30 student mentees travel to your place of work for a full-day of job-shadowing. We will provide you with the student’s résumé and information about her career goals and activities. The student will make initial contact with you by early February about when best to schedule her visit. We encourage students to travel during school breaks and to manage any missed classes with their professors if necessary. We also require that they do not change their job-shadowing dates once they are set barring an emergency. Thank you for adhering to these guidelines as well.
# MOSAIC PROGRAM MENTORS 2008-2009

## 2008-2009 Program Timeline & Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 2:</td>
<td>Student Application Deadline for Mosaic</td>
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<td>November 24:</td>
<td>Students notified of acceptance into the Mosaic program</td>
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<td>December 8:</td>
<td>Final Day of Fall Semester Classes</td>
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<td>December 11-17:</td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>December 18:</td>
<td>Winter Break Begins (through Jan. 21)</td>
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<td>Dec. 24 – Jan. 4:</td>
<td>College Closed for Winter Break—Administrative Offices Closed</td>
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<tr>
<td>January 22:</td>
<td>Classes Begin for Spring Semester</td>
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<tr>
<td>November 23:</td>
<td>Student Orientation &amp; Launch Party</td>
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<td>The Launch Party includes program information and student expectations,</td>
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<td>staff presentations by the Career Education Center, interview role-playing,</td>
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<td></td>
<td>and mentor assignments.</td>
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<tr>
<td>February 1</td>
<td>Students make initial contact with mentor</td>
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<tr>
<td>February 2:</td>
<td>Student Visits Begin (through end of April)</td>
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<tr>
<td>March 16:</td>
<td>Classes Resume</td>
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<tr>
<td>April 30:</td>
<td>Final Day for Mosaic Student Travel</td>
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<td>May 4:</td>
<td>Final Day of Spring Semester Classes</td>
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<tr>
<td>May 6-9:</td>
<td>Final Exam Period</td>
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Suggested student/mentee activities:

- Having your mentee meet with various members of your organization who can provide a view of the career field shortly after graduation;
- Planning lunch with other members of your organization who serve a different function in the company that may be of interest to her;
- Attending a professional development activity or conference for those in your field;
- Having your mentee participate in a substantive work project that will give her a taste for what you or your company does (for example, writing a draft press release about recent company news);
- Arranging for a tour of your company or facility by an office manager or someone who can explain all facets of the organization; and/or
- Allowing her to sit-in on non-confidential or privileged meetings with colleagues or clients.

Program Details

- The formal mentoring program consists of a one-day job-shadowing, which entails communication with your student mentee prior to their visit. We encourage Mosaic students and mentors to stay in touch with one another as students join the official ranks of alumnae. However your relationship may formally end after the job-shadowing and student follow-up.
- Pairs are matched by Sarah Zengo in the Office of Alumnae/i Relations. Matches are based on a variety of factors, including career interest, extra-curricular activities and volunteer work, personality, mentor and student pool, etc.
- The mentor may want to check in with her mentee if she has not heard from her mentee for a period of time.
- The Office of Alumni Relations arranges travel and funds travel-related expenses for students for their job-shadowing trip.

Student Expectations:
Student Mosaic experiences consist of the following between now and April 30, 2009:

- Attending the Mosaic Launch Party & Information Session
- Researching their assigned mentor online and information about her company;
- On or before February 1, 2009, making initial contact with their mentor
- Scheduling a mutually agreeable date for your visit;
- Students are encouraged not to miss class except with professor approval;
- Working with the Alumni Relations Office to book any necessary travel and lodging arrangements;
- Visiting their mentor and job-shadowing for an entire work day;
- Working with the Alumni Relations Office to get reimbursed for out-of-pocket expenses incurred during their visit; and
- Writing a 300-500 word reflection essay about their experience.
Student Travel Policy:
- Sarah Zengo has emergency contact information for every student during her job-shadowing;
- Simmons pays for all food and travel-related expenses with the exception of alcohol, personal phone calls, and gifts or non business-travel related expenses;
- We require students to keep all receipts for reimbursement;
- If you want to treat your student to lunch, please feel free to do so, but you are in no way required to.

Mentor Survey
Your feedback is important to us! Please complete the Mentor Survey by clicking the link below. This will also be sent to you via email at the end of the semester or after your student visit.

http://www.zoomerang.com/Survey/?p=WEB228RECH93LQ

Suggestions for Success!

For scheduling:
- Get started EARLY—Look at your calendar and share any known scheduling conflicts.
- Set up a time for your visit as soon as possible.
- If suddenly life events and/or your job present time challenges, let Sarah Zengo know as soon as possible.
- We require that students do not change travel plans once they are set unless in case of an emergency. Please help us honor these guidelines.

For Mentor/Mentee Relationship:
- Do not hesitate to contact Sarah Zengo with any concerns or for advice or clarification.
- Listen with an open mind. Share experiences openly. Provide honest and constructive feedback. Ask appropriate questions to draw her out. Be open to differences of opinion.
- Keep commitments.
- Create a safe, non-threatening environment by being an empathetic and non-judgmental listener.
- To help build trust find some common ground with each other, for example, shared values.
- Provide authentic and diplomatic feedback.
- It is inappropriate for the mentee to ask for a job placement in your company during her visit.
- Proper networking is appropriate and encouraged—we suggest students make lists of contacts for future informational interviews.
- Have fun getting to know one another during some one-on-one time such as over a meal.

Thank you!