SUCCESS CONNECTION MENTORS 2009-2010

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Thank you for your participation!

Thank you for your participation in the Success Connection 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 Success Connection 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 Success Connection mentor!
ALUMNI OFFICE STAFF CONTACTS:

For any questions or concerns regarding Success Connection, please contact:

Sarah Zengo  
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Office of Alumni Relations & Annual Giving  
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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:

Julie Candiello  
Senior Director  
Office of Alumni Relations & Annual Giving  
Work: 617-521-2330  M-F 8:30 am – 4:30 pm  
Cell/Text: 617-861-1107  For emergencies during non-business hours.
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Success Connection Program Overview

The Success Connection Program is a unique job-shadowing and mentoring opportunity for Simmons alumnae and select senior students. The program literally connects students with success in the form of highly accomplished Simmons alumnae who volunteer to provide a one-day job-shadowing opportunity at their place of work for their student mentee.

The goal of the Success Connection Program is for successful alumnae mentors to provide students valuable insight into their professional leadership qualities and skills in the form of a one-day job-shadowing experience. Some mentors bring their mentees to meetings, business lunches, or special events. Others arrange for their mentees to visit various offices, meet several staff members or managers within their company for informational interviews, to take a tour the facility, or any other activity that might provide insight into your organization.

Student applicants experience a rigorous application process which includes submitting an application, two brief essays, and 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 October. Success Connection students also receive a comprehensive program orientation in November.

Success Connection was created in 1995 by alumnae in the Simmons Leadership Council to help advance career and professional development of Simmons students. Today, Success Connection mentors include alumnae leaders in a variety of professions such as finance, entertainment, publishing, consulting services, business management, non-profit, marketing, law, and the arts just to name a few. Selected students travel at the College’s expense to meet their mentor one-on-one.

The Success 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 Success Connection 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 a 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 January 5 and March 31 student mentees travel to your place of work for a full-day of job-shadowing. In advance of your first conversation, 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 mid-December 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 travel dates once they are set barring an emergency. Thank you for adhering to these guidelines as well.
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### 2009-2010 Program Timeline & Important Dates

- **October 5:** Student Application Deadline for Success Connection
- **November 9:** Students notified of acceptance into the Success Connection program
- **December 9:** Final Day of Fall Semester Classes
- **December 11:** Student Orientation & Launch Party
  The Launch Party includes program information and student expectations, staff presentations by the Career Education Center, interview role-playing, and mentor assignments.

- **December 14-18:** Final Exam Period
- **December 22:** Students make initial contact with mentor by December 22
- **Dec. 23 – Jan. 19:** Student Winter Break Begins (through Jan. 19)
- **Dec. 23 – Jan. 4:** Administrative Offices Closed & College Closed for Winter Break
- **Jan. 5:** Student Visits Begin (through end of March)
- **January 20:** Classes Begin for Spring Semester
- **March 8-12:** Spring Break—No Classes—Administrative Offices Open.
- **March 15:** Classes Resume
- **March 31:** Final Day for Success Connection Student Travel
- **April 16:** Final Day for Extended Student Travel due to Mentor Schedule (Approval Needed by Sarah)
- **April 21:** Senior Faculty Banquet on Campus
- **May 3:** Final Day of Spring Semester Classes
- **May 5-8:** Final Exam Period
- **May 14:** Commencement
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Suggestions for Your Job-Shadowing Visit

Suggested student/mentee activities:

• Having your mentee meet with more junior members of your company 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 Success Connection 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 Success Connection experiences consist of the following between now and March 31:

• Attending the Success Connection Launch Party & Information Session
• Researching their assigned mentor online and information about her company;
• Before the College officially closes for winter break, 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 Alumnae/i Relations Office to book any necessary travel and lodging arrangements;
• Visiting their mentor and job-shadowing for an entire work day;
• Working with the Alumnae/i 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.
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Student Travel Policy:
- Sarah Zengo has emergency contact information for every student while traveling
- 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=WEB228P5EAUJEK

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!