COMPASS
Mentoring Program

>> Manual

Where are you headed?

Communicating Opportunities through Mentoring Practices to Achieve Student Success

Coahoma Community College
Division of Student Engagement
662-621-4155
Mentoring:

Communicating Opportunities through Mentoring Practices to Achieve Student Success (C.O.M.P.A.S.S.)

is a retention mentoring program designed to improve academic success and retention, and to assist students to reach their career goals. The primary focus is to provide structure, trusting faculty/staff-mentoring relationships with students. This facilitation is through academic and personal growth through administration, faculty, and staff guidance. The program consists of sixty-eight mentors and fifty-four mentees.
Coahoma Community College
Mentoring Manual

TABLE OF CONTENTS

General Guidelines and Selection …………………… 5
What is Mentoring ........................................... 6
Benefits of Mentoring ..................................... 7
Role of the Mentor and Mentee ....................... 8-9
Rules to Remember ...................................... 10-11
Forms ....................................................... 12-15
Appendix .................................................... 12-16
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SELECTION AND GUIDELINES?
Mentors and mentees are matched according to major area of study, common interests, hobbies, and career goals. Both mentor and mentee are provided with guidelines. The Division of Student Engagement staff continually provides support to both mentor and mentee. Following orientation, the mentoring partnership will meet weekly for a minimum of one hour per week.
What is Mentoring?

We all have a need for insight that is outside of our normal life and educational experience. The power of mentoring is that it creates a one-of-a-kind opportunity for collaboration, goal achievement, and problem solving.

*Mentoring is a developmental partnership through which one person shares knowledge, skills, information, and perspective to foster the personal and professional growth of someone else.*

Types of Mentoring

- **Informal**—This is what most people think of when they think of mentoring: a spontaneous, casual relationship where a senior person takes a junior person "under his or her wing" and provides long-term guidance and counsel. Yet many people who want mentors do not have them. The desire to give everyone access to mentoring has led many organizations to start "formal" or structured mentoring programs.

- **Structured**—Structured mentoring programs are designed to create a culture where people can proactively support the development of one another. In these programs, mentors are generally matched with mentees to support specific goals such as leadership development, diversity, or retention.

Benefits of Mentoring

Most mentoring programs are designed for the benefit of mentees, and they encourage participants to come into a relationship with specific goals and expectations. The benefits of mentoring, however, often extend far beyond the relationship's initial purpose and affect everyone involved: mentees, mentors, and the organization.

**Benefits for Mentees**

- Access to a support system during critical stages of college and career development
- Insider perspective on navigating their chosen career
- Clear understanding and enhancement of academic and career development plans
- Ability to develop mentoring relationships in industries where mentoring is not readily available
- Enhanced understanding of the importance of mentors
- Exposure to diverse perspectives and experiences
- Direct access to power resources within the professions of audiology; speech-language pathology; and speech, language, and hearing science
- Identification of skill gaps before leaving school
- Greater knowledge of career success factors a lasting career network
Roles of the Mentee and Mentor

Role of the Mentee
As a mentee, you will play many different roles during the course of your mentoring relationship. The following are some important roles for you to keep in mind:

Driver of Relationship
• Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor
• Bring up new topics that are important to you at any point and give feedback to your mentor

Development Planner
Maintain a mentoring plan and work with your mentor to set up goals, developmental activities, and time frames

Resource Partner
Work with your mentor to seek resources for learning; identify people and information that might be helpful

Teacher
Look for opportunities to give back to your mentor; share any information that you think might be valuable

Continuous Learner
Take full advantage of this opportunity to learn.

Role of the Mentor
As a mentor, your primary role is to provide guidance and support to your mentee based on his or her unique developmental needs. At different points in the relationship, you will take on some or all of the following roles:

Coach/Advisor
• Give advice and guidance, share ideas, and provide feedback
• Share information on "unwritten rules for success" within environment/organization

Source of Encouragement/Support
• Act as sounding board for ideas/concerns about school/career choices; provide insights into possible opportunities
• Provide support on personal issues if appropriate

Resource Person
• Identify resources to help mentee enhance personal development and career growth
• Expand the mentee's network of contacts

Champion
• Serve as advocate for mentee whenever opportunity presents itself
• Seek opportunities for increased visibility for mentee

Devil’s Advocate
When appropriate, play devil's advocate to help mentee think through important decisions and strategies.

General Rules to Remember
Each mentee should be able to make progress toward meeting unique goals, and each mentor should be able to use his/her strengths. No two people will get the same benefits.

Every mentoring relationship, structured or informal; should abide by a few simple rules:

1. Confidentiality
If you want to build a trusting relationship with your mentee, it is critical that you maintain confidentiality. If the mentee gives you permission to share information, this is not an issue. You must remember that anything you are told in confidence cannot be shared.

2. No-Fault End of Relationship
It is rare that people want to end a relationship. Try to resolve concerns and conflicts early on, so problems that can derail your progress don't have a chance to fester. If you do have to end the relationship, be professional and discuss the termination. It may be slightly uncomfortable, but it is important to honor and respect each other.

If concerns cannot be resolved after talking to the Program director, the relationship will be ended. and are able to help with any issues that may arise. There will also be an evaluation survey at the end of the program.

3. Participation in Monitoring and Evaluation Process
Mentors and mentees should create simple benchmarks for evaluating the success of your mentoring relationship. Check in with each other, and don't assume that if things are working for you, everything is fine with your mentor/mentee. A monthly reporting form is necessary to make sure contact is being made.

It is critical that you respond to occasional surveys asking how the mentoring process is going. You will never be asked to share confidential information, but we want to ensure that the relationships are beneficial.
FORMS
Communicating Opportunities through Mentoring Practices to Achieve Student Success

MENTOR’S REGISTRATION FORM

Responsibilities
As a mentor, you will:
• Provide opportunities for career exploration and clarification of goals
• Be a positive role model
• Share your academic and professional experiences
• Listen with an open mind
• Communicate regularly

Benefits
As a mentor, you'll feel good as you:
• Support students entering your profession
• Promote economic development
• Network with others in your field
• Give back to the community.

Name: ____________________________________________ Date________________
Phone: _______________________________ Email Address:____________________
Employer: ________________________________ Job Position:__________________

Hobbies/Interests/Community Involvements:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Preferred days/times for participation: ______________________________________
____________________________________________________________________________
____________________________________________________________________________

Why do you want to be a mentor? __________________________________________ ________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please return this form to the Office of Student Engagement
2nd Floor- Zee A. Barron Student Union
Communicating Opportunities through Mentoring Practices to Achieve Student Success

MENTEE REGISTRATION FORM (Students Only)

Responsibilities:
• Provide Student-to-Student and Mentor-to-Student guidance and support
• Provide students with a source of information about the various programs from corporate mentors and peers

Benefits:
• Help you adjust to college life and give you information on classes
• Corporate mentors share college/professional experiences with you
• Provide support when you need it
• Make new friends

Name: ___________________________________________ Date __________________

Phone: ___________________________ Email Address: __________________________

Classification ___________________________ Major ___________________________

___ Off Campus   ___ On Campus   Expected Graduation Date __________________

Personal information (Please check all that apply):

Returning Student    Work Full/Part Time    Married    Have Children

Hobbies/Interests/Community Involvements:
________________________________________________________
________________________________________________________
________________________________________________________

Days you would be available to be mentored:

Monday       Morning       Lunch       Afternoon
Tuesday       Morning       Lunch       Afternoon
Wednesday     Morning       Lunch       Afternoon
Thursday      Morning       Lunch       Afternoon
Friday        Morning       Lunch       Afternoon

Please return this form to the Office of Student Engagement
2nd Floor- Zee A. Barron Student Union
Coahoma Community College
Division of Student Engagement
C.O.M.P.A.S.S. Mentoring Program

**Monthly Report**

Month _________________ Year ______

Mentee: _____________ Mentor ________________

Brief description of weekly meetings:


Activities:


Comments:


Referrals:


Mentor’s signature _______________ date __________
Coahoma Community College  
Division of Student Engagement  
C.O.M.P.A.S.S. Mentoring Program

**Evaluation Form**

Please check one.  
__ Freshman Mentee  ___ Sophomore Mentee  ___ Mentor

Please rate the following:  

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of the Mentoring Program</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usefulness of the Mentoring Program</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events of the Mentoring Program</td>
<td>□</td>
<td></td>
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</tr>
<tr>
<td>Overall Effectiveness of the Mentoring Program</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What I like about the Mentoring program …

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What I disliked about the Mentoring Program

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What I would like to see the Mentoring Program provided in the future…

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Thank you for completing this form. Your input and suggestions will be used to plan future events and activities.
Please check one.

[ ] Freshman Mentee  [ ] Sophomore Mentee  [X] Mentor

Please rate the following:

A. Quality of the Mentoring Program
B. Usefulness of the Mentoring Program
C. Events of the Mentoring Program
D. Overall Effectiveness of the Mentoring Program

What I like about the Mentoring program ...

Give me the ability to interact with students.

What I disliked about the Mentoring Program ...

What I would like to see the Mentoring Program provided in the future...

Thank you for completing this form. Your input and suggestions will be used to plan future events and activities.
There are sixty-eight mentors and fifty-four mentees.

Six evaluations have been submitted.

Of the results three freshman mentees and three mentors felt that:

A. Quality of the Mentoring Program
   3-Excellent
   2-Good
   1-Poor

B. Usefulness of the Mentoring Program
   4-Excellent
   1-Good
   1-Fair

C. Events of the Mentoring Program
   3-Excellent
   2-Good
   1-Fair

D. Overall Effectiveness of the Mentoring Program
   5-Excellent
   1-Poor

98% of the evaluations felt that the Mentoring Program is a good support system because it helps with interaction, and motivation.

25% of the evaluations felt that they don’t have enough events.

100% of the evaluations felt that more cooperative events and activities should be planned for greater interaction between students.

To correct the dislikes of the mentoring program, a calendar of events has been formulated and more activities will occur.
Coahoma Community College
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Clarksdale, Mississippi 38614

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Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.