

Smeal Alumni Mentoring Program Mentor Orientation



PennState
Smeal College of Business

Welcome

- **Introduction and Overview**
 - Use the Chat box to ask questions or share your input!
- **Mentoring Program Website**
- **History of Alumni Mentoring Program**
- **Behind the Scenes**
 - # of Pairs (includes undergrad and grad)
 - Matching Process
 - Importance of Feedback
 - Fall application window is open
 - Mentor Assistance Portal (MAP)



What to Expect

- **Your role as an Alumni Mentor**

- Serve as a role model and sounding board
- Share real-world experiences with your Protégé

- **Setting Goals & Expectations**

- Ask for the your Protégé’s resume and the “statement” they wrote to apply to the program
- Discuss your Protégé’s immediate topics of interest, as well as some goals they would like to accomplish during their time working with you
- Frequency and type of communication
 - Student styles may differ, use different technology apps
 - Strive for Five – 5 touchpoints each semester
 - Be sure to touch base about expectations half-way through!

- **Ways you might help**

- Academic major exploration
- Internship & career exploration
- Resume & interview preparation
- Professional networking
- Sharing workplace experiences
- Assisting students who are new to University Park or new to the Smeal major



Timeline

- **Week of August 19**
 - Receive mentoring assignments, and email connection is made
 - Protégés receive materials
- **No Later than September 8**
 - Protégés reach out to mentors
 - Feel free to reach out if you don't hear by 9/8
- **September 20**
 - Impact Smeal Day with an opportunity for lunch with your protégé. This is an **optional** event on campus!
- **Early December**
 - Mid-year program evaluation
- **TBD (March/April)**
 - Impact Smeal Day with an opportunity for lunch with your protégé. This is an **optional** event on campus!
- **Late April 2025**
 - Final program evaluation



Penn State Calendar

Fall 2024

August

26: First day of classes

27: Welcome Back event-host BCC 10-1 pm

September

2: Labor Day (no classes)

5: Involvement Fair 11-3 pm

9: Mock Career Fair 11 am-3 pm

10-12: SCIS Career Fair 11:00 – 4:00 pm

17: Smeal Networking Expo 5-6:30 pm

17: Penn State Fall Career Days Non-Technical Full-Time Recruitment 11-4 pm

18: Penn State Fall Career Days Internships & Co-op Recruiting 11-4 pm

19: Penn State Fall Career Days Technical Full-Time Recruitment 11-4 pm

20: Impact Smeal Day

24-26: Smeal Business Career Fair 11-3 pm

November

22: Student's last day on campus

24-30: Thanksgiving Holiday (no classes)

December

13: Classes end

16-20: Final Exams

22 Commencement

Spring 2024

January

13: Classes begin

20: Martin Luther King Day (no classes)

February

21-23: THON

March

9-15: Spring Break (no classes)

TBD: Impact Smeal Day

May

2: Classes end

5-9: Final Exams

9-11: Commencement

For additional Smeal student events

<http://careerconnections.smeal.psu.edu/events/>

Smeal Business Career Center

careerconnections.smeal.psu.edu

Ashley Rippey

amp34@psu.edu

Executive Director, Smeal Business Career Center

- **Located in 114 Business Building**
- **Mission is to prepare Smeal College of Business students for a lifetime of achievement and societal contribution through experiential learning opportunities that promote the development of professionalism, integrity, leadership, and global perspective in collaboration with employers, alumni, and faculty.**
- **Offer resume reviews, mock interviews, and career coaching, and facilitate various professional development opportunities throughout the year.**

Mentoring Program

Mentor Guide



Additional Resources

[Smeal College of Business](#)

[Smeal Office of Development & Alumni Relations](#)

[Mentoring Program Website](#)

[Mentor Assistance Portal](#)

[Smeal Business Career Center](#)

[The Tarriff Center for Business Ethics and Social Responsibility](#)

[Penn State Smeal Center for the Business of Sustainability](#)

[Penn State Smeal Diversity Enhancement Programs](#)

[Code of Conduct for Professional Engagement](#)

[Tips for Mentors Working with Commonwealth Campus Students or Change of Location Students](#)

[Tips for Mentors Working with International Students](#)

[Smeal Career Checklist Timeline for Undergraduate Students](#)

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5 Relationship Management: What to Expect

6 Relationship Management: Keep The Ball Rolling

6 On-Campus Support Services for Students

Conversation Starters – Ideas for Discussion Topics with Your Protégé

SECTION:

8 (1) – Your Backgrounds

8 (2) – Selecting A Major

9 (3) – Understanding Career Paths

9 (4) – Understanding Industries and Companies

10 (5) – Leadership

10 (6) – Extracurricular Involvement

10 (7) – Cover Letter and Resume Review

11 (8) – Identifying Internships & Full-Time Job Opportunities

12 (9) – Building a Personal Network

12 (10) – Researching Companies for an Interview

13 (11) – Interview Preparation

14 (12) – Accepting & Negotiating Internship or Full-time Job Offers

15 (13) – Transitioning to the Workplace

15 (14) – Workplace Experiences

16 (15) – Other Life Experiences

16 (16) - The Tarriff Center for Business Ethics and Social Responsibility

Email Reminders

Alumni Relations Office sends email reminders that include:

- **Routine reminders to connect with your Protégé**

Friendly, routine outreach can make a big difference in breaking through a student's hectic schedule!

- **Possible discussion topics & tips**

- **Reminders of helpful resources, events, and other ways to engage**

Mentor Assistance Portal (MAP)

- **[Access the form here](#) (the link is also included on the website)**

- **Established and managed by the Mentoring Committee**

- Fill out the form if you are needing assistance from volunteers who can help navigate issues like how to develop new conversation topics, answer unique questions, or to connect with a mentor who has a career path that is different than your own
- For connection issues, it is best to contact Wendy Jo directly

After Today

- **Matches were connected via e-mail the week of August 19**
- **Your Protégé will reach out to you via e-mail by September 8**
 - Watch your spam and other filter boxes
 - If you have not heard from your protégé by September 8, please feel free to reach out to them. If you do not get a response after 48 hours, don't hesitate to contact the Mentor Assistance Portal /Alumni Relations Office, and we will help work out communication issues
- **Establish the date and time of your first virtual conversation**
"Strive for Five"
- **Discuss your Protégé's immediate topics of interest (some might want to talk "Career Fair prep" right away!)**
- **Share other topics of interest to explore together**

Words of Wisdom

From past Alumni Mentors:

- Be flexible in your approach, as the student needs to find the right path for their interests.
- Keep reaching out to the protégé, even if you don't hear from them often.
- Reinforcing you're there will help. Ask them a lot of questions and they'll get more comfortable.
- Take advantage of the resources the Alumni Relations Office provides to you.
- Be patient with your protégé and remember they are still a student and not adapted to some of the cycles and rhythms of professional life. Don't expect every student to have the same level of engagement.
- The relationship will be more productive if you identify how you can be helpful right away. Students may not always be aware of the right questions to ask or guidance to seek.
- Be relatable and be a storyteller of your own experiences from when you were in their shoes. Be honest and transparent.
- Connect via phone, video or zoom meeting.

Words of Wisdom

- **From past Protégés:**

- Try to remember your thought process and experiences from when you were a student.
- Do not underestimate the help that you can be to a Smeal student.
- Set up a schedule for communication, rather than relying on each person to reach out to the other; both are very busy.
- Having a Mentor can be intimidating, and we can feel like a burden; try to make us feel as comfortable as possible.
- Be as upfront and honest as possible, even if it's not the answer the student wants to hear.
- Tell us what you would do differently if you could do it over again.

Questions?

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Mentoring Program Website
www.smeal.psu.edu/mentoring

Thank you!