Welcome to the Women in STEM Education (WISE) Institute Mentoring program at Lone Star College-North Harris! The WISE Institute is funded by the U.S. Department of Education. This handbook provides an outline of the WISE Institute’s mentoring program and outlines the expectations and responsibilities of the mentors, mentees, and activities. It includes helpful information from a variety of successful mentoring programs and other resources. We encourage you to use and share it as a resource.
# TABLE OF CONTENTS

MENTEE LETTER.........................................................................................................................3
GOALS OF THE MENTORING PROGRAM....................................................................................4
STEM PROGRAM HISTORY..............................................................................................................5
WHY STEM, WHY NOW?..................................................................................................................6
BENEFITS OF MENTORING...........................................................................................................7
MENTEE EXPECTATIONS................................................................................................................7
BECOMING A SUCCESSFUL MENTEE: TIPS FOR ALL STUDENTS........................................8
CREATING MEMORABLE MOMENTS............................................................................................10
CODE OF CONDUCT: GUIDELINES FOR MENTORING RELATIONSHIPS.............................12
STEM PROGRAM STAFF CONTACT..............................................................................................13
Dear WISE Institute Mentee:

Thank you for your commitment to making a difference in your educational and professional life! We are here to help you build a solid future.

As a mentee, you will quickly learn to share up-front your specific expectations for a successful relationship with your mentor. It is essential to invest the time to meet with your mentor. This will be a learning opportunity for you. We would like you to take advantage of the WISE Institute’s activities which will be held monthly.

We ask that you honor any commitments you make with your mentor as well as confidences she shares with you. In addition, we ask that you keep an open mind so that you can learn new and valuable information that will be priceless.

Sincerely,

STEM Program Staff
GOALS OF THE MENTORING PROGRAM

1. To expose LSC students to the array of careers available in Science, Technology, Engineering, Math, and related fields.

2. To embrace respect, integrity, responsibility, education and leadership.

3. To help our students to make informed and responsible decisions.

4. To assist participants in finding their college purpose and breaking through barriers they may encounter through their academic journey.

5. To enable students to begin to network with professions working in STEM-related fields and to build a professional support system within the first few years of college.

6. To raise students’ awareness about the issues faced by women with careers in STEM-related fields.
STEM PROGRAM HISTORY

The Lone Star College- North Harris program is funded by the United States Department of Education and started on October 1, 2011. The Women In STEM Education Institute at Lone Star College-North Harris was launched in September 2012. The WISE Institute Mentoring Program is one of the initiatives of the HSI/STEM grant.

The Lone Star College-North Harris HSI/STEM Program is designed to increase the number of students attaining degrees in the fields of Science, Technology, Engineering, or Mathematics. The focus is on developing model transfer and articulation agreements between 2-year institutions and 4-year institutions in such field.

The Lone Star College College-North Harris HSI/STEM staff and college administration seek to make the study of Math engaging and meaningful. The college supports the improvement of student success through graduation and transfer programs. Student success is a high priority for our staff.

The goals and services are to improve success and retention rates by providing smart classrooms, developing and implementing innovating teaching formats for required Math courses, to increase access by converting math courses using innovative technology and to support student’s academic achievement.
WHY STEM, WHY NOW?

There is no doubt that to advance our economy and our society we need to create the next great technology innovations, not just consume them. That’s why there is such urgency for the U.S. to develop a stronger workforce of experts in science, technology, engineering, and math (STEM). After all, according to the U.S. Department of Labor, only 5% of U.S. workers are employed in fields related to science and engineering, yet they are responsible for more than 50% of our sustained economic expansion.

STEM-related disciplines are responsible for many of the societal innovations that make our world better. So it is clear that to benefit our economy and society, our national priority should be on encouraging more students to study STEM.

Top 10 reasons to pursue a STEM-related field:

1. Cross-Marketability of Skills
2. High Pay
3. Job Availability
4. Less Competition
5. Less of a Gender Salary Gap
6. Basic Skills Won't Get Obsolete
7. Innovation
8. Initiatives for Better Classes
9. Everyday Critical Thinking
10. Helping to increase the U.S. STEM Pipeline
BENEFITS OF MENTORING

1. Share life experiences and learn from a mentor’s challenges and achievements
2. Start building a professional network.
3. Get specific career-building advice, including tips on resumés and interviews, ways to track industry trends, and how to make a successful transition to professional life.
4. Develop time management, leadership and communication skills.
5. Gain clarity on career, academic, and personal plans.
6. Mentoring by college faculty has a positive impact on students’ persistence, grades, and preparation for their professional careers.

MENTEE EXPECTATIONS

- Mentees are expected to attend activities with a positive attitude and a readiness to gain knowledge.
- Mentees should seek appropriate assistance from STEM staff and mentor, as needed.
- Mentees are expected to continually strive to achieve the best grades possible.
- Mentees will be expected to participate in Women in STEM Education Institute each academic year until graduation or transition to a four-year institution.
- Mentees should take full advantage of STEM sponsored activities on campus.
- Mentees are expected to show respect to the STEM staff, college personnel, mentors, themselves, and fellow students.
BECOMING A SUCCESSFUL MENTEE: TIPS FOR ALL STUDENTS

Mentors expect you to:

• **Ask for advice.** Be as specific as possible when asking for advice. Rather than relying on your mentor to tell you how you are doing, be an active mentee. An active mentee reflects on her own conduct, asks for feedback, analyses what she has done well, and looks for ways to improve and contribute more to the process.

• **Take the initiative.** Don’t sit around and wait for your mentor to look after you. Initiate conversations, make requests, suggest activities, keep in contact, and take responsibility for your own commitments. Your mentor expects you to take the initiative!

• **Prepare in advance for meetings.** Research the types of positions or industries you’re interested in. Develop questions to ask your mentor based on your goals and research.

• **Be courteous and respectful.** Remember that your mentor is busy and is volunteering her time to assist you. Respect your mentor’s time by never being late for a meeting, and by replying to phone calls and e-mails promptly.

• **Make only positive or neutral comments about your mentor to others.** If you believe you have a fundamental difference with your mentor, try to talk about it. If you continue to have problems, ask your Mentoring Program Coordinator for help.

• **Acknowledge suggestions and advice.** Ask clarifying questions and make specific requests for information and resources. Even if your mentor’s suggestion is not in line with your initial way of thinking, be open to your mentor’s ideas and take time to reflect on what you are being told. Show appreciation for the time and assistance given by your mentor. Mentors need encouragement and acknowledgement too!

• **Follow through on any commitments you make in a timely manner.** Your mentor may make specific requests of you (e.g. bring a résumé or work sample to your next meeting for review). When the unexpected happens and you can’t follow through when you said you could, communicate this clearly, and as early as possible, to your mentor.

• **Take the time to get to know your mentor.** As you meet with your mentor, share information, and get to know each other, you will build trust and your exchanges will become easier. Try not to put too much pressure on yourself or your mentor.
Communication Etiquette: Tips for Maintaining Professional Communication

- Reply to e-mails within 24 hours, even if you just confirm receipt of the e-mail and indicate you will write a lengthier response later when you have more time.

- Have a professional-sounding e-mail address that is easy to remember (e.g. use your name or some derivation of it).

- Return phone message as soon as you get them, within 24 to 48 hours.

- Don’t wait until late in the day to make business phone calls. Try to make calls before noon; if you have to leave a message, the other person has time throughout the day to get back to you.

- Introduce yourself every time you call. Don’t expect your mentor to recognize your voice. Use your full name, and indicate that you are in the WISE Institute Mentoring Program.

- Leave your phone number every time you leave a message. Even if you know the other person has your number, it will save them time if they don’t have to look it up.

Effective Listening Skills

- Successful mentees listen to what their mentees have to say with attentiveness and interest, and connect the mentor’s knowledge with the things they need to learn.

- Successful mentees are open to new ideas and experiences.

- Focus. Put all your attention on the speaker and make eye contact. Ensure your body language communicates interest, as opposed to the disinterest implied by fidgeting, doodling, crossing of arms, or turning away.

- Be an active listener. Communicate your interest through expressions and mannerisms such as nodding, smiling, frowning, or shaking your head, and through soft verbal cues such as, “Uh huh”, or “really?” These show the speaker you are paying attention and will help your brain to stay engaged and process the information being presented.

- Ask yourself questions. The rate of thought is generally four times faster than the rate of speech. Keep yourself tuned in to the conversation by thinking to yourself such questions as, “What is the main point here?”, and “How will I respond to this?”
• Acknowledge. Paraphrase your understanding of what has been said as well as the feelings expressed.

• Clarify/Probe. If you need clarification or more specific information, wait for a natural break in the speaker’s train of thought and pose your question in a concise format.

• Finish listening before you speak. Beyond waiting for the speaker to finish, be sure you have processed the message before you jump in. This is especially true of emotional topics in which you are anxious to state your own view. Pause to think about what you’ll say and ensure you haven’t misconstrued anything you have heard.

• Take notes. Bring a notebook and make note of any feedback or suggestions made by your mentor, or tasks for your next meeting.

• Probably the greatest challenge faced by mentoring relationships is finding enough time and energy to meet. In addition to face-to-face meetings, use phone calls and e-mail to stay in touch when your schedules are busy.

**CREATING MEMORABLE MOMENTS**

Below are some activities that students can do with their industry mentors via phone, email, or face to face:

• Participate in a mock interview with your mentor

• Ask to have an informational interview

• Spend some time at your mentor’s workplace (job shadowing)

• Attend a workshop, conference or some other event together

• Go for a coffee or a meal and talk about career interests and accomplishments

• Ask them if they mind sharing personal stories about the work life (e.g. how did they manage conflicts or disagreements at work?)
• Tour a facility in your area of interest
• Discuss the goals you set during your orientation training
• Ask your mentor how they went about finding a job
• Discuss the types of employment that are available for your degree
• Look at job websites together to explore potential job opportunities
• Ask about how they maintain a work/life balance
• Share your cover letter and résumé with your mentor and ask for feedback
• Ask your mentor about possible past experiences they have had as a mentee
CODE OF CONDUCT: GUIDELINES FOR MENTORING RELATIONSHIPS

The following Code of Conduct provides important guidance to both mentors and mentees about their mentoring relationships. These boundaries protect the rights of all mentoring participants.

- Trust and confidentiality are critical components of a successful mentoring relationship and will be maintained at all times.

- No illegal drugs will be promoted or consumed within the mentoring relationship or related to mentoring partnership activities.

- No alcohol will be promoted or consumed within the mentoring relationship or related to mentoring partnership activities where students are below the legal drinking age. Where students are over the legal drinking age, alcohol consumption within the mentoring relationship or related to mentoring partnership activities will take place only in licensed establishments, and no excessive alcohol consumption will be promoted.

- Attendance and active participation in all LSC WISE Institute Mentoring meetings and events is required.

- Romantic or intimate involvement between mentees and their mentors during the term of the mentoring program is not allowed.

- Professional conduct will be maintained at all times throughout the mentoring relationship.

- Commitment to the mentoring relationship is an important part of the WISE Institute Mentoring Program. Those unable to fulfill their responsibilities, or those who are having difficulty in their mentoring relationship, should contact a STEM grant staff member to discuss an appropriate course of action.
STEM PROGRAM STAFF CONTACT

Sylvia Martinez, MS
HSI/STEM Grant Director
281.765.7806
Sylvia.M.Martinez@lonestar.edu

Denise Lewis
HSI/STEM Office Coordinator
281.618.5416
Denise.L.Lewis@lonestar.edu

Raul Silvani
HSI/STEM Technology Coordinator
281.260.3539
Raul.A.Silvani@lonestar.edu

Cathleen Tyson-Ferrol, Ed.D.
HSI/STEM Outreach/Articulation Program Coordinator
281.618.5415
Cathleen.Tyson-Ferrol@lonestar.edu