



# Mentorship Program Overview

## Structure:

The mentoring program will be open to a specified number of juniors and seniors in Bastrop ISD. Mentees will be paired with mentors and will meet virtually for approximately 45 minutes each week over the course of 16 weeks.

CareerCraft has developed a protocol for weekly topics to guide mentors as they begin new relationships with mentees. These topics will provide structure and focus for each conversation. Primary topics by session are as follows:

- |   |  |
|---|--|
| # 1: Introductions, Expectations, Aspirations                 | # 8: Resume Writing                    |
| # 2: Personal Discovery, Growth, and Development (Strengths)  | # 9: Interviewing for a Job            |
| # 3: Personal Discovery, Growth, and Development (Challenges) | # 10: Building Habits for Success      |
| # 4: Personal Brand   | # 11: The Power of Attitude            |
| # 5: Communicating Effectively                                | # 12: Influencing and Leading Others   |
| # 6: Career Planning  | # 13: Goal Setting and Action Planning |
| # 7: Postsecondary Planning                                   | # 14: Building Social Capital          |
|   | # 15: School/Work/Life Balance         |
|   | # 16: Next Steps                       |

Each mentor will have access to a detailed mentor guide which provides tips, suggestions, and recommended questions to ask the mentee throughout each session. Throughout the program, CareerCraft will:

- Serve as intermediary between Bastrop ISD and mentors to ensure program success
- Gather participation, demographic, and outcomes data for school and district reporting and goal setting
- Host an orientation session with mentors to go over: best practices of student mentoring, career advising, student safety, and general advice
- Facilitate connections between mentors and mentees
- Provide ongoing technical assistance and consultation to mentors

**Characteristics of a Successful Mentoring Relationship<sup>1</sup>:**

- Consistency - Regular visits, showing up when saying you are going to come.
- Youth-centered - Focused on the mentee's interests.
- Duration - Committing to the entire length of the mentoring program. Minimum of four months.
- Structure and Support - Focused sessions with clear topics and guiding questions.
- Closeness or Connectedness - Common interests or a shared bond.

**Goals for Mentors<sup>1</sup>:**

- Mentors develop their leadership, communication and interpersonal skills.
- Mentors have meaningful opportunities to contribute to their community.
- Mentors have an increased understanding of the career and educational planning process.
- Mentors know how to access credible information about postsecondary studies and career planning.

**Goals for Mentees<sup>1</sup>:**

- Mentees gain an increased awareness of their personal strengths and abilities.
- Mentees learn to connect their strengths and interests to potential career pathways and postsecondary education.
- Mentees gain an awareness of future postsecondary education and career options and an increased sense of hope and direction.
- Mentees learn how to begin planning for postsecondary education and career paths.

**Mentor Role:**

- Serve as a role model for the mentee.
- Be a guide for the mentee and help him/her set a path forward.
- Be a good listener.
- Be someone who can be trusted.
- Be a coach who helps build up the mentee.
- Be a connector to help build the mentee's social capital.

**Teacher Role:**

- Promote the mentor program opportunity to students and highlight the value of the experience.
- Assist with the process of matching mentors and mentees (if desired).
- Assist with scheduling mentoring sessions (if needed).
- Alert CareerCraft of any concerns.

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<sup>1</sup> Adapted from *High School Teen Mentoring Handbook*, Government of Alberta, Alberta Advanced Education, 2017. Accessed on June 10, 2020 at <https://alis.alberta.ca/media/1599/mentorhandbook.pdf>.