



Mission Statement

The Title V 25+ Mentee Program, **RISE (Resilience Inspires Student Excellence)**, seeks to cultivate student success and persistence while at McLennan Community College. The program is designed to create enriching opportunities that foster resilience, a sense of belonging, and enriching unique academic experiences.

The objective of this program is to help students, 25 and older, to overcome academic adversity through meaningful relationships with their mentors and cohorts.

Goals of the Program

1. To build a sense of belonging amongst students 25 and older.
2. Develop relationships that are encouraging and supportive of one another.
3. Increase student satisfaction and retention.
4. Increase the rate of successful course completions by identifying student needs.
5. Learn and develop professional skills for academic and work environments.

Structure

The mentor/mentee program offers two components to students 25 and older:

1. The mentor/mentee relationship to help improve academic success. Depending on cohort size, mentors can have up to 5 mentees. The Success Coach and Instructional Designer will work together to assign mentors to mentees based on interests, experiences, and areas of study.
2. 25+ Cohorts created by the success coach. Students will participate in workshops, extracurricular events, and other opportunities to encourage academic success and prepare them for the workforce.

Criteria of Mentors

To apply to be a mentor within the RISE program, employees must meet the following criteria:

1. Complete 3 or more years of experience at McLennan Community College.
2. Have 3 or more years of experience in education or mentoring.
3. Evidence of taking professional development within the last year (Other than PD Day).
4. Need supervisor approval for participation.

Receiving Stipend

Faculty and staff can qualify to receive a stipend for their participation in the program. **Exempt staff** can be mentors and receive the stipend if hours of participation don't exceed more than 15 hours a month. To receive the stipend, **non-exempt and hourly staff** must make up missed time or use vacation to cover the hours of participation. Mentors will be compensated \$500 per semester as long as they maintain their commitment and accountability to the program. Documentation of participating will be submitted to the Instructional Designer, Claire Wilkison.

Expectations of Mentors

The mentor's role is to support, guide, and inspire mentees to reach the goals they have set for themselves. Successful mentors are willing to share their knowledge, maintain a positive attitude, and take a personal interest in the program.

Mentors will need to hold themselves accountable and become active participants in the program. Mentors will be responsible for knowing the various student resources McLennan Community College offers.

In addition, mentors will be professional, respectful, and culturally competent of students.

At the start of the mentoring program, it is the mentor's responsibility to establish expectations for the relationship. This involves having conversations with the mentee about their availability, the preferred mode of communication, and creating a schedule for meetings.

Professionalism

The mentors will need to ensure relationships with mentees are strictly professional. Any communication between the mentor and mentee needs to be respectful and centered toward the RISE program.

Mentors need to refrain from directly offering financial assistance, as this helps maintain the integrity of the mentor-mentee relationship and ensures that the mentoring dynamic remains centered on personal and professional development. Mentors can provide financial support by referring mentees to Campus Resources Education Web (CREW).

<https://www.mclennan.edu/campus-resource-guide/>

Mentors are expected to maintain high ethical standards in their behavior and appearance.

All meetings between the mentors and mentees will be held on campus. Below are other professional requirements for mentors:

Respect: Treat all students with dignity and respect, regardless of their background, abilities, or behavior.

Ethical Behavior: Adhere to ethical standards, including honesty, integrity, and fairness in all interactions with students.

Confidentiality: Maintain the confidentiality of student information and records in accordance with applicable laws and MCC policies.

Boundaries: Maintain appropriate professional boundaries with students, avoiding situations that could be perceived as inappropriate or compromising.

Communication: Communicate clearly, effectively, and professionally with students, using appropriate language and tone.

Punctuality: Be punctual and reliable in attending scheduled appointments, classes, or meetings with students.

Preparation: Come prepared for each interaction with students, whether it's a class, tutoring session, or counseling session.

Professional Appearance: Dress and present yourself in a professional manner that is appropriate for the educational setting.

Feedback: Provide constructive feedback to students in a professional and respectful manner, focusing on their academic and personal development.

Conflict Resolution: Handle conflicts or disagreements with students calmly, respectfully, and in accordance with established policies and procedures. For more help and guidance, see Success Coach, Stefanie Douglas.

Cultural Sensitivity: Be aware of and respectful towards cultural differences among students, avoiding behavior or language that could be perceived as insensitive or discriminatory.

Safety: Ensure the safety and well-being of students at all times, taking appropriate action in case of emergencies or safety concerns.

Collaboration: Work collaboratively with the success coach, instructional designer, and other mentors within RISE.

Reflective Practice: Engage in reflective practice, regularly evaluating your own performance and seeking feedback to identify areas for improvement.

By adhering to these professionalism requirements, mentors can create a positive and supportive learning environment that fosters student growth and success.

Mentor/Mentee Report Issue

For any issue related to sexual harassment or misconduct or are aware of an incident on campus, you are encouraged to immediately report the incident by emailing

TitleX@mclennan.edu. For more information, please go to <https://www.mclennan.edu/titleix/index.html>.

If the mentor has issues with their mentee related to participation, attendance, or disagreements— please report to the success coach, Stefanie Douglas.

Confidentiality

All information shared between the mentors and mentees will be done in confidence.

Information related to threats or actions of harm, crime, abuse, neglect, financial exploitation or any illegal activity is required to be reported to the proper authorities.

<https://www.mclennan.edu/police/>

Change Mentor/Mentee

As mentioned above, if the mentor has issues with their mentee, please report to the success coach, Stefanie Douglas by emailing; sdouglas@mclennan.edu

If you feel that one of the mentees is not a good match, please report it to Stefanie Douglas.

If a mentor, mentee, or success coach finds the program or relationship unproductive, they may seek outside intervention or terminate the mentor/mentee relationship. Individuals may request a new mentee/mentor.

Withdrawal from Program

Mentors can choose to withdraw themselves from the program after 1 complete semester.

Any incentive resulting from a completed mentor/mentee relationship would be forfeited.

If a mentor chooses to withdraw from the program, they will not be allowed to reapply for 2 consecutive years.

Time Commitment

Mentors will need to ensure that they meet the following time commitments:

Meet with a mentee circle (2-3 Mentees) 1 X a month.
Meet with individual mentees 2 times a semester.

Extracurricular events on campus or within the community with assigned pod circles **at least 2 X in a semester.**

All meetings will be held on campus.

In case a scheduling conflict occurs, it will be important for the mentor to relay the message to the mentee or pods.

Documentation of meetings will be necessary to maintain throughout the semester.

Journal

A journal will be used to keep track of goals and progress through the fall and spring semester. Journals will be reviewed at the end of the program. This allows evaluators to see the time and methods used to reach a mentee's goals. Journals will also show what efforts were made and are still in motion.

Before submitting the journal at the end of the program, journals will need to reflect the mentee's goals beyond the scope of the program and MCC.

Journals should contain:

- Goals & Steps taken
- Meeting Dates/Times/Place/Topics of Discussion
- Extracurricular Events Attended

A journal will be given to you upon your An electronic journal is recommended; EX: Microsoft Word.

Tips for to be a Successful Mentor

- Be willing to share what you know
- Be approachable
- Be honest
- Take initiative
- Review your overall goals and motivate often
- Share your goals
- Celebrate the achievement of small goals
- Allow room for growth and error
- Building Trust and Rapport
- Active Listening and Communication
- Skill Development and Knowledge Sharing:
- Flexibility and Adaptability

Suggested Topics with Mentee/Mentor

- Career Growth- What pathways are available? What steps does it take to get there?
- Professionalism
- Skill Development- What skills are necessary for the career the mentee has in mind?
- Life Balance- Strategies of how to balance work, academics, and family.
- Health- Physical, Mental, Emotional
- Relationships- Parenting, Communication
- Financial Literacy
- Dealing with Adversity-How to remain persistent with academics while handling setbacks or personal challenges
- Time Management- Strategies, tools, and building positive habits.
- Goals- Create and monitor short and long-term goals (academic, personal, career-oriented). Mentors can create activities and exercises that will help the mentee to complete goals. Mentors can also utilize the RISE notebook.
- Community- Volunteer Opportunities, Outreach, Community Resources
- MCC- Programs, activities, clubs, etc

Suggested Forums of Meetings with Mentee/Mentor

*All meetings with mentees should be held on campus.

- One-on-One in Office
- Plaza
- Student Life Area
- Outside on Campus (Swings)
- Success Coach Area
- Learning Technology Center (2nd Floor)
- Library (Study Rooms, Rotunda)
- MAC Building (1st or 2nd Floor Balcony)
- Zoom
- Extracurricular Events (Destress Fest, Resource Fair)

Program Evaluation and Improvement Requirements

- Provide Program Feedback
- Monitor/ Assess Outcomes
- Meet with the Success Coach periodically to review the structure and make adjustments based on feedback and changing needs.