

# Lawrence College & Career Center Mentorship Program

## How it Works

### STEP 1

- Students develop career, daily life, education and financial goals with support from the College & Career Center staff.
- Students identify measureable goals, with action plans that include how an adult mentor could assist them in reaching their goals.

#### Examples:

- *Mentor may serve as a guide, providing encouragement to the mentee as he or she embarks on a new experience, such as filling out a college application or preparing for a job search.*
- *Mentor may help the student identify resources and others in the community to assist student in meeting their goals, such as identifying a possible job placement or scholarship opportunity.*
- *Mentor may provide learning opportunity, such as job shadowing or project-based work.*

### STEP 2

- Students will develop written communication (email or letter) that will be sent to a possible mentor requesting specific assistance in meeting the goal. This communication will be reviewed and approved by the teacher.
- Students send the communication to possible mentors. If the mentor accepts, a face-to-face meeting will be arranged at the Lawrence College & Career Center between the mentor and the mentee.
- If the mentor declines the invitation the student will review the request with the teacher, make adjustments as needed and send the request to another potential mentor.

*Formal written and oral communication skills are critical to a student's future success. Even if you aren't able to continue as a mentor, there is tremendous value for the student in having a professional adult to practice communication skills. Students also need to practice response to failure and persistence. Getting turned down is a learning opportunity.*

### STEP 3

- After the face-to-face meeting, the teacher will connect with both the mentor and mentee to determine if this a good fit. If not, the mentee will return to Step 2. If it is . . .
- The teacher will work with the student to develop a Plan of Study for the mentorship experience. This plan will be sent to the mentor to review, comment, revise and eventually sign in agreement.
- Mentorship training will be provided for all mentors before the mentorship officially begins. This training takes less than 1 hour. Mentors will need to sign agreement forms based on communications with the mentee and the teacher.

*Successful mentorships are characterized by mutual agreement regarding responsibilities, opportunities and challenges. Our goal is to clearly articulate these for all parties involved.*



**LAWRENCE  
COLLEGE &  
CAREER CENTER**  
*Discover What's Next*