

**THE UNIVERSITY OF TENNESSEE
ENGINEERING MENTOR
PROGRAM**

**PEER MENTEE HANDBOOK
2018-2019**

WHO AND WHAT WE ARE

VISION

The vision of the Engineering Mentor Program is to help end the uncertainty that new engineering students have about engineering disciplines. We also strive to unite the College of Engineering by become a professionally recognized organization which is managed by and for the students active or interested in that college.

MISSION

The mission of the Engineering Mentor Program is to facilitate a well-informed body of mentors to help answer the mentees' questions about specific engineering fields, related industries, career paths, University of Tennessee resources, and the work ethic needed to excel in a given discipline.

FUNCTIONALITY

DISCIPLINE COORDINATORS

The general body of the Engineering Mentor Program will primarily consist of mentors and mentees. To manage and grow EMP, the general body will be led by a group of Executive Board and Discipline Coordinator positions.

Discipline Coordinators will be broken down into four sections of 3 majors/disciplines. The positions are as follows: MABE Representative (Mechanical, Aerospace, Biomedical), Electrical Systems Representative (Electrical, Computer Science, Computer Engineering), Molecular Science Representative (Chemical/Biomolecular, Nuclear, Material Science), and Structural Representative (Industrial, Civil, Biosystems). Term lengths for Discipline Coordinators are 1 year, and new officers will be elected in April. Discipline Coordinators are also mentors and mentees and are held to the same expectations as general body mentors and mentees.

Discipline Coordinators will assist the Executive Board in making decisions, help with the recruiting process of students from his or her respective department, and keep the mentors and mentees of his or her department accountable for meetings and actions. In case of problems or questions, the appropriate Discipline Coordinator should be your first point of contact.

GENERAL LEADERSHIP

The General Leadership board consists of the Discipline Coordinators, Recruiter, Event Planner, Social Media Manager, and Web Master. Each of these positions will carry a specific responsibility for the growth, function, and development of the program. Terms for these positions will last 1 year and new officers will be elected in April. General Leadership members are also mentors and mentees and are held to the same expectations as general body mentors and mentees.

EXECUTIVE BOARD

The Executive Board will consist of 4 members under the titles of President, Vice President, Treasurer, and Secretary. Terms for Executive Board positions will last 1 year in length. The time frame for these positions will extend from Summer to Spring and elections for following terms will be held in April. Executive Board members are also mentors and mentees and are held to the same expectations as general body mentors and mentees.

DUES

Currently, there is a one-time \$10 due for entering mentees only. This fee will be gathered at the beginning of the year and its value will go towards future events, material, and scholarships for EMP.

MENTOR-MENTEE PAIRING

Each mentor will be assigned a minimum of one mentee per year (Fall-Spring semesters). Mentor-mentee pairing is handled using a program that will make pairs based on similar personal and academic interests. Pairs are finalized by the Discipline Coordinators. Pairing will be decided using the information gathered about both mentors and mentees on the application for the program.

Should a mentor or mentee wish to separate from his/her partner, the member must first talk to his/her respective Discipline Coordinator about the reason for separation. If no solution can be found for the problem, the Discipline Coordinator will then supply the mentor or mentee with a "Partner Separation Form". Upon completion of this form, a mentor will be put onto an "Available Mentor List" and a mentee will be paired with a new mentor. If a pair is separated, the mentor may or may not receive a new mentee during the course of the year, depending on availability of unpaired mentees.

RESPONSIBILITIES

MENTOR REQUIREMENTS

We seek the very best students to represent and become mentors for this program. Additionally, the students we serve as mentees look to us for credible information regarding the disciplines, industries, and work ethic with which they desire to learn about. For these reasons, the following standards must be met and will be verified at the time of acceptance into the position:

- Minimum 60 Credit Hours (Upperclassman) in an Engineering Major
- Minimum 2.5 GPA and in good standing with the Academic Dean

MEMBERSHIP & DIVERSITY

Membership as a mentor is open to all students and faculty/staff members where appropriate, regardless of race, ethnicity, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

As a mentor, you will be expected to uphold the values and vision of the Engineering Mentor Program as it relates to diversity. Due to the expansive range of people with which this program effects, you will be expected to not only accept, but promote diversity within the organization.

CONVERSATION CONFIDENTIALITY

We strongly encourage the development of a trusting and productive relationship between you and your mentor. For this reason, conversations held between mentors and mentees should be kept private unless one of the following are met:

- Mentee/Mentor communicates problems/ideas about physical harm either to themselves or by another person.
- Mentee/Mentor communicates problems about dangerous illegal drug or alcohol usage.

- Mentee/Mentor communicates problems/ideas about sexual abuse either by another person or aimed at another person.

ATTITUDE & MINDSET

The idea behind EMP is to help all students address career and school uncertainties, have a stronger support system and holistic resources, and improve discipline and self-esteem while retaining mentee interests. In order to make this idea a reality, however, we need your cooperation and participation just as much as we need the mentors who will be guiding you. To help you build the relationship between yourself and your mentor, a few suggestions are listed below.

- Respect each other. As EMP mentees you will be watched by faculty, classmates, mentors and mentees.
- Be honest with your mentor. If you are struggling to understand a certain concept or something your mentor is trying to explain to you, do yourself a favor and ask for clarification. Your mentor and these meetings are meant for your growth.
- Write down Specific, Measurable, Attainable, Realistic, and Timely (SMART) goals which your mentor can help you reach. By having physical goals, your mentor can not only help you reach your goals, but can also connect with you on a more personal level.
- Take responsibility and be vocal about your success. Both you and your mentor can benefit from knowing that you have made steps forward towards being the person you want to be.
- Be a positive team member. Nobody likes a “Debbie Downer”, if you have a good attitude chances are other people around you will as well.
- Be proactive in reaching out to your mentor. Although your mentor has the responsibility of setting up meetings, do not feel limited to get in contact with your mentor and ask questions. The more you invest in your relationship, the more you will get out of it.
- Have fun! Enjoy this time to get to another person with similar aspirations as you. The more fun you have, the less your position will feel like work.

In addition to these suggestions, a few rules for mentor-mentee relationships are stated below. If any of these rules are found to be broken or are not immediately reported when found to be in violation, your position as a mentee can be brought into review. These rules are as follows:

- Sexual or romantic relationships between a mentor and mentee are not allowed during the term with which two are paired.

- Assistance on coursework, aside from basic concepts and ideas, is strictly forbidden. This includes the giving of or copying of past notes, codes, quizzes, and exams.

MEETING REQUIREMENTS

To ensure that both you and your mentor get the most out of the Engineering Mentor Program, **you will be required to meet with your mentor at least once a month in person** and it is suggested you attend at least 2 EMP events per semester together. Your mentor will be given the responsibility for planning these meetings. However, if you as the mentee desire more time to meet just let your mentor know, and they will do their best to coordinate more meeting times. We encourage communication via text, phone, or email to get the best out of your relationship!

Another form of meeting that can be logged is that of time spent with your mentor during events. Throughout the course of the year, EMP will host a variety of events ranging from trivia, design competitions, board game nights, and general discussions. If you attend these events with your mentor, both you and your mentor will receive credit for meeting that month.

Mentees are eligible for extra credit from the Engineering Fundamentals department.

Mentees are also expected attend General Body Meetings, which are held monthly and usually include a speaker and dinner.

MEETING DOCUMENTATION

To make sure that you are both upholding your responsibilities and to help with documentation of your service hours, post-meeting forms will be available for your mentor to fill out.

The “Monthly Meeting Check In” can be found via link on an email that will be sent to your mentor at the beginning of the school year. The form will also be available on our website (utkemp.squarespace.com) or can be sent to you from your Discipline Coordinator by request. A copy of this form is **MUST** be filled out for your mentor to receive service hours for your

meeting time. Otherwise this form is now optional unless stated as a requirement for scholarships or other prizes offered through EMP.

To receive service credit for “EMP Mentor-Mentee Meetings” the following rules and steps must be followed:

- Hours can only be logged for mentor-mentee time – not meetings.
- Hours must be reported within 30 days of service
- Verification for the 100-hour service medallion will be required
- Log Agency Name as Other, “Engineering Mentor Program (EMP)” – Verbatim
- The service coordinator contact information is the current EMP President.
However, President him/herself must record faculty advisor as service coordinator.
- CLS contact: Brandon Davis

The link to log service hours can be found at:

http://leadershipandservice.utk.edu/resources_track.php

HOW TO ACCOMPLISH

CONVERSATION & QUESTIONS

Our reputation as engineers precedes us! Seeing as the you will begin associating with other engineering students, keep in mind that the art of conversation may not be at the top of everyone's skill sets. Use this as an opportunity to improve your communication skills. Aside from the points listed below, be confident in yourself and keep in mind that the other members of EMP are students too, and still getting the hang of this.

- Ask questions about the other person. Most people like to talk about themselves. Find out what you have in common or are interested in that person and build on it.
- Talk about general interest topics. Although talking about weather may seem cliché, you might be surprised what conversations can become of common knowledge.
- Listen actively. When listening to a person, interject to paraphrase what he or she is saying or ask for clarification. People like to know they are being heard and that what they are saying is having some impact.
- Forget yourself. The less you think about how you look, sound, or feel, the more invested in the other person you will become. This also raises confidence.
- Tell funny stories. Most people like stories with light humor. Stories are easy ways for humans to relate to each other, learn, and pass time.

APPENDIX

RESOURCE PAGE

Engineering advisement in the EF 151-152 progression.

Visit Engineering Advising Services <http://www.engr.utk.edu/advising/>

Connecting with resources and student organizations for multicultural engineering students.

Visit Office of Diversity Programs <http://www.engr.utk.edu/diversity/>

Finding or learning more about a co-op or internship.

Visit Engineering Professional Practice <http://www.coop.utk.edu>

When you need someone besides your mentor to talk to.

Visit Counseling Center <http://counselingcenter.utk.edu>

Computer problems.

Visit Office of Information Technology <https://oit.utk.edu>

Supplemental Instruction (SI), tutoring, workshops, and more.

Visit Student Success Center <http://studentsuccess.utk.edu>

Career counseling, career exploration classes, interest and personality assessments, and resources to help you choose a major and career.

Visit Career Services <http://career.utk.edu/>

Interests in how to get involved in service opportunities and leadership experiences.

Visit Center for Leadership and Service <http://leadershipandservice.utk.edu/>

An understanding of what opportunities to participate in and conduct undergraduate research.

Visit Office of Undergraduate Research <http://ugresearch.utk.edu/>

EXECUTIVE BOARD & DISCIPLINE REP. CONTACTS

President	Megan Pitz	megepitz@vols.utk.edu
Vice President	TBD April 29	
Treasurer	TBD April 29	
Secretary	TBD April 29	
Recruiter	TBD April 29	
Event Planner	TBD April 29	
Social Media Manager	TBD April 29	
Molecular Sciences Rep	TBD April 29	
MABE Rep	TBD April 29	
Electrical Systems Rep	TBD April 29	
Structural Rep	TBD April 29	