

**THE UNIVERSITY OF TENNESSEE
ENGINEERING MENTOR PROGRAM**

PEER MENTOR 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

As of current, 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

*If you do not meet these requirements please contact the appropriate Discipline Coordinator before completing the mentor application.

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 yourself and your mentee(s). 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. The mentor position will serve as a catalyst in developing the potential of mentees.

As a mentor you have a responsibility to both the program and to your mentee(s). As you foster the relationship between yourself and your mentee, you will come across challenging questions and may have to make tough decisions. In these situations, remember to think through the eyes of your mentees and come to realize that the judgments you make will be important in developing your relationship with your mentee(s). The following are suggestions for fostering healthy mentor-mentee relationships.

- Keep consistent meeting times. This encourages trust, organization, and structure between pairs.
- Figure out how often your mentee(s) like to communicate and play to their strengths. Some people are more or less talkative or prefer to talk in person versus text/email. Communicate with your mentee(s) the way they prefer to communicate.
- Prepare yourself for meetings and questions. We do not expect you to know everything, but we do expect you to know how to find answers. Your mentee(s) will look to you for guidance, so give them an honest and correct path.
- Be a caring and thoughtful facilitator. Be the pathway through which you introduce your mentee to new involvements and options.
- Be a role model in both word and deed. Saying what is ethical, compassionate, and responsible is good. However, showing it is better.
- Become a trusted ally, or advocate, of your mentee(s). Work with your mentee(s) to help them succeed.
- 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 mentor 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. Mentor shall direct students to the correct resources guide.

MEETING REQUIREMENTS

To ensure that both you and your mentee get the most out of the Engineering Mentor Program, **you will be required to meet with your mentee at least once a month in person** and it is suggested you attend at least 2 EMP events per semester with your mentee. You will be given the responsibility for planning these meetings. However, if your mentee desires more time to meet you are expected to do your best to accommodate him or her. 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 mentee 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 mentee, both you and your mentee will receive credit for meeting that month.

In addition to this requirement, every hour spent with your mentee as an “EMP Mentor-Mentee Meeting” can be logged through the CLS (Center for Leadership and Service) to receive credit for service work. Meeting logs must be filled out with EMP to receive credit for these service hours. If leadership is contacted to verify service hours and meeting logs are not completed, we will deny the validity of the service hours.

Mentees are eligible for extra credit from the Engineering Fundamentals department. As a mentor, remind mentees of this opportunity in case they are unaware.

MEETING DOCUMENTATION

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

The “Monthly Meeting Check In” can be found via link on an email that will be sent to you (the 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 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

SUCCESSFUL MEETING TIPS

CONVERSATION & QUESTIONS

Our reputation as engineers precedes us! Seeing as the mentees you will be associating with are engineering students, keep in mind that the art of conversation may not be at the top of these individuals skill sets. Use this as an opportunity to improve your and your mentee's communication skills. Aside from the points listed below, be confident in yourself and keep in mind that your mentees want to learn from you.

- 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.

The following is a list of questions you will be expected to know how to answer when meeting with your mentee(s). If your mentee(s) do not engage in these questions and are struggling to create or keep conversation, refer to this list and prompt your mentees to think about these questions. The list is as follows:

- What is the best engineering discipline?
- What classes and professors should I take?
- How hard are the classes and how can I not fail them?
- How intense (hour load) should my semester be?
- Where is the best place to gain this information and study?
- How long until it is over? Trick question, engineers are lifelong learners
- How do I manage time, academically, socially, and personally?
- What does an internship and co-op entail?
- How can I become competitive in a global world?
- Where is the best place to live?

- Do you have class notes and textbooks?
- How should I plan my milestone achievements and what should I do next?

You will also be given a conversation topic packet at the beginning of the year that you may refer to during monthly meetings.

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/>

2018-2019 LEADERSHIP CONTACTS

*Contacts will be updated after elections in April.

Title	Name	Email
President	Megan Pitz	megepitz@vols.utk.edu
Vice President	TBD April 29	
Treasurer	TBD April 29	
Recruiter	TBD April 29	
Event Planner	TBD April 29	
Social Media Manager	TBD April 29	
Social Media Manager	TBD April 29	
Molecular Representative	TBD April 29	
MABE Representative	TBD April 29	
Electrical Systems Representative	TBD April 29	
Structural Representative	TBD April 29	