PURE MENTORSHIP

IGNITING THE PATH FOR A BRIGHTER FUTURE

M&M

MENTEE & MENTOR

HANDBOOK

MARCH 2023

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INTRODUCTION

At Pure Mentorship, we believe that every student has the potential to achieve greatness. We understand that the journey to success can be challenging and overwhelming, which is why we are here to support and guide you every step of the way.

Pure Mentorship is a non-profit organization that aims to advance students from various communities to their ultimate potential with the help of expert mentors. This Mentor and Mentee, or "M&M" Handbook will give you an outline of our program and resources to refer to on your mentorship journey.

Introduction to the M&M Handbook
This manual includes information on:

- Contact information
- 3-month program overview
- Primary expectations of mentors and mentees
- Mentor and mentee onboarding process information
- Team member biographies
- And more!

Our hope is that this handbook serves as a useful resource for mentors and mentees in shaping their experience at Pure Mentorship.

CONTACT INFORMATION & HELPFUL LINKS

purementorship@gmail.com

Website

@purementorship

LinkedIn

Other helpful resources:

- Pamphlet
- Flyers
  - Mentor
  - Mentee
  - Intern
- Anonymous Feedback Form

PROGRAM OVERVIEW

We recognize that every student's personal journey and experiences are different, and our program is tailored to accommodate each and every one of our mentees.

No single student's path at Pure Mentorship is the same as another's. The following example is the experience i

Program Structure and Timeline

We believe every person has the potential for greatness. Mentorship benefits a mentee by providing personalized guidance in areas of academic, professional, and personal life. Each of our mentors is passionate about working with students to achieve success in these areas. Our mentors come from a wide variety of personal backgrounds and have done impressive work in their fields.

PROGRAM OVERVIEW

Onboarding Process

The onboarding process at Pure Mentorship is carefully streamlined to help our mentees reach their goals. We firmly believe in the importance of strong mentor-mentee relationships; hence, we devote several steps of the onboarding process toward forming M&M matches and developing the Individual Growth Plan.

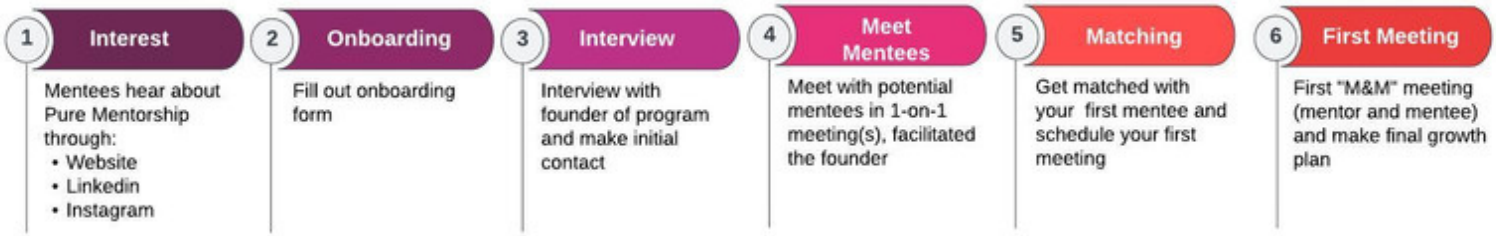
Mentees

Each mentee will go through the following onboarding process:

The **Mentee Onboarding Form** can be accessed here.

Mentors

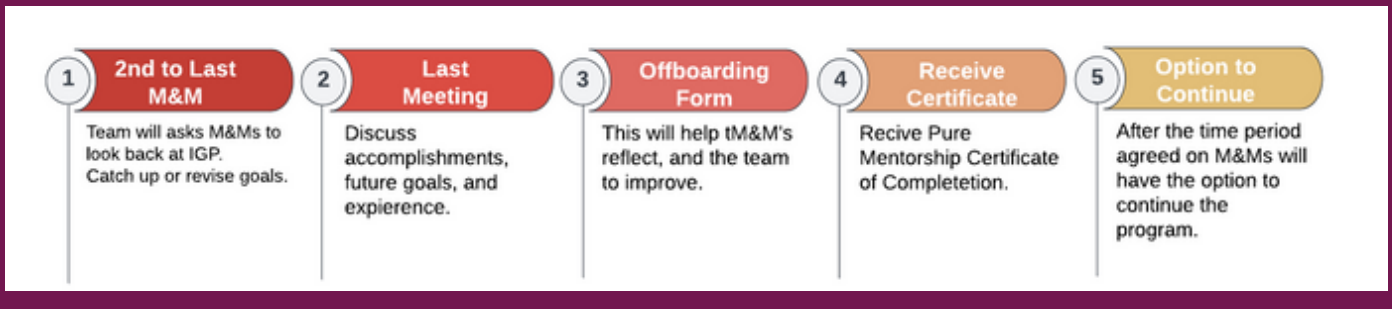
Each mentor will go through the following onboarding process:



The **Mentor Onboarding Form** can be accessed here.

Offboarding Process

The offboading process is designed to allow M&M's to reflect on their Pure Mentorship experience, and acknowledge their accomplishments.



PROGRAM OVERVIEW

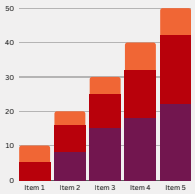
Goal-Reaching Strategies

Each Mentee will use the SMART strategy for goal setting in their M&M contract. These goals should relate to their more general, long term goals. By developing SMART goals during the early stages of the program, we can tailor the experience for each individual mentee.

In the context of Pure Mentorship, SMART stands for:

Specific

Your goals must be specific and feasible to help identify your strengths and weaknesses and help your mentor plan the best course of action.



Measurable

Outline measurable steps in the M&M contract to track contract. Developing quantifiable goals helps you keep track of your progress and modify your approach as needed.

Attainable

Choose goals that you can reasonably accomplish within a specific timeframe, with the resources available. Your mentor can help you evaluate what this means for you on a personal level.

Relevant

Short-term goals should be relevant to broader goals and help you build up for long-term success. Instead of tackling large obstacles, try working with your mentor on smaller ones first.

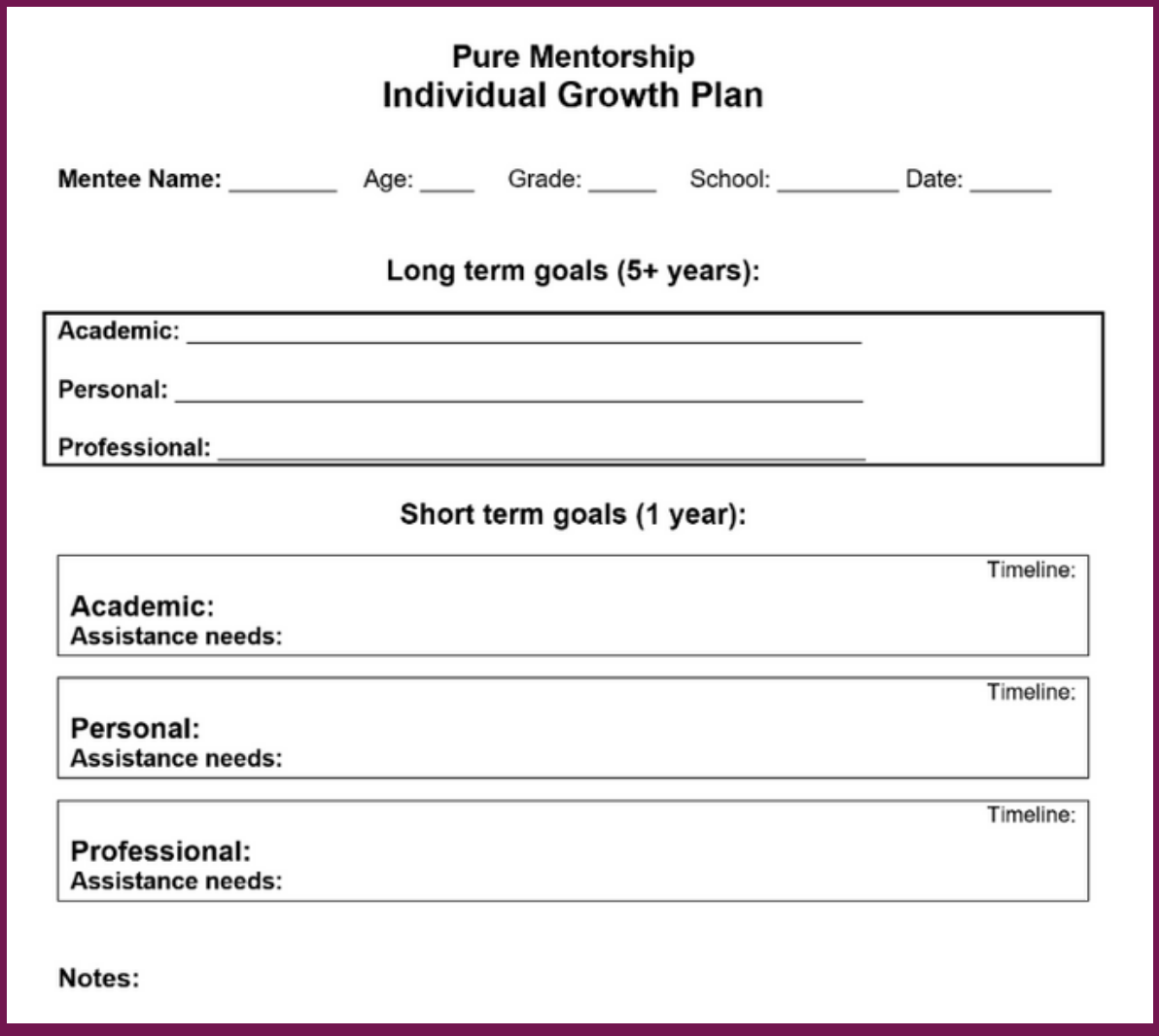
Timely

Short-term goals should ideally fall within the initial 3-month duration of the program. The mentor will be with you every step of the way in identifying your goals and helping you reach them.

Individual Growth Plan

The Individual Growth Plan (IGP) is a document that helps Pure Mentorship get to know the mentee. The founder and mentee will start the document in the mentee's first meeting with Pure Mentorship, although it may be continued outside of the meeting as needed. Each mentee will outline their general long-term goals in areas of academic, personal, and professional development.

With the founder's help, the mentee will decide on goals that are over the program length of 3-months. The document then asks the mentee to brainstorm their assistance needs for each goal, allowing Pure Mentorship to suggest mentors that would be best given these needs. The individual growth plan will continue to grow with the mentee as they fill out the very similar M&M contract in their first M&M meeting.



Pure Mentorship
Individual Growth Plan

Mentee Name: _____ Age: ____ Grade: _____ School: _____ Date: _____

Long term goals (5+ years):

Academic: _____

Personal: _____

Professional: _____

Short term goals (1 year):

Timeline:
Academic:
Assistance needs:

Timeline:
Personal:
Assistance needs:

Timeline:
Professional:
Assistance needs:

Notes:

PROGRAM OVERVIEW

Each step of the Pure Mentorship process is designed to benefit the mentee's academic, professional, and personal growth. In a mentees' Initial Meeting with our founder Then, you will fill out the IGP (Individual Growth Plan) document. This document helps a mentee outline their long-term and short-term goals, and helps the company recommend mentors to meet.

Next, mentees will meet with their top three mentor options. These meetings will be with individual mentors, facilitated by Thenu. Once mentees and mentors have been paired up, their first m&m (mentee & mentor) meeting will be scheduled. During this first meeting, the mentor and mentee will fill out their personalized M&M Agreement which discusses the mentee's goals in greater detail, as well as the agreed-upon meeting times and frequency. In doing so, all parties will have a powerful sense of purpose for the coming year.

Pure Mentorship
M&M Agreement

Mentee Name: _____ Age: ____ Grade: _____ School: _____ Mentee Email: _
Mentor Name: _____ Mentor Email: ____
Date: _____

Mentee Long term goals (5+ years):

Academic: _____
Personal: _____
Professional: _____

Time period estimated for M&M involvement in pairing through Pure Mentorship: ____

Short term goals (over time period – that M&M's will work on together):

Timeline:
Academic:
Assistance needs:
Measurable steps:

Timeline:
Personal:
Assistance needs:
Measurable steps:

Timeline:
Professional:
Assistance needs:
Measurable steps:

M&M's must agree on a regular meeting schedule to meet. Meeting times can be changed based on availability or special events but Pure Mentorship requests that M&M's notify Pure Mentorship if meeting times change as M&M meetings will have follow up with the Executive team.

M&M meeting schedule:

Mentee M&M Meeting form: https://forms.gle/wieoSMD2Vrq8900Uz6

Mentor M&M Meeting form: https://forms.gle/gKUigUZ5Snftbnq77

TEAM BIOGRAPHIES

Thenu Senthil

Director & Founder

After pursuing Computer Engineering, Thenu is completing her degree in Engineering Technology (Manufacturing Systems), minor in Business Management at San Jose State University. She is an award-winning leader, engineer, and the founder of Pure Mentorship. Thenu is skilled in operations, engineering, business, and public speaking. She has completed internships at Lockheed Martin Space, Amazon Web Services, and Palo Alto Networks.

MENTORS

Aadity Jha

Aadity is graduating with a degree in Information Systems and minor in Entrepreunurship and Innovation at University of Maryland Baltimore County . She is an Incoming Associate Systems Engineer at Palo Alto Networks and is passionate about helping young professionals navigate the tech world by focusing on their passions. She is experienced in SQL, PL, Java, IT, Database Administration, and Project Management.

Anisha Krishnakumar

Starting off as an international student, Anisha began her Masters of Engineering Management degree at Duke University. She is passionate about using engineering, strategy, and business to develop innovative solutions to save the planet. She has completed multiple internships in engineering, design thinking, and research. She is a World 100 Finalist for innovative healthcare solutions and a recipient of multiple scholarships.

Haruna Oseni

Haruna is the founder of My Instant Writer and several other projects. He is Freelance Software Engineer in Houston and a recent Software Engineer Intern at Palo Alto Networks. He's also involved in Y Combinator and skilled in mobile development and building startups.

Joseph Bruno

Aerospace Engineering Student at SJSU and Robotics Engineer. Worked with satellites, UAV's, and autonomous vehicles. Previous Research & Development Intern at NASA Ames and Langley. Incoming Test Engineer at Lockheed Martin.

MENTORS

Esther Chukwunwike

Esther graduated from Claflin University with a degree in Computer Engineering and was a Student-Athlete in Women's Cross Country & Track and Field. She is passionate about coding and will pursue a Masters in Cybersecurity. She is currently skilled in Java, Python, HTML/CSS, RUST, blockchain, and is starting a Software Engineering role at Palo Alto Networks. She aims to be a role model for young black women interested in engineering.

Marcos Villaseñor

Marcos is a Quality Engineering Intern at JunoPacific and Engineering Technology Student with a minor in Business Management and emphasis in Manufacturing Systems at San Jose State University. He is interested in pursuing sustainable technologies in manufacturing.

Michael Shahtout

Michael is an AI Infrastructure Developer at NVIDIA and previous Product Engineering Intern. He is skilled in artificial intelligence, machine learning, virtual & augmented reality, and game development for popular platforms. Graduated from San Jose State University with a degree in computer science.

MENTORS

Riddhi Khincha

Riddhi is an Executive Search Analyst at KA Search Partners. She was previously a Marketing Intern and Economics Student with minor in Information Systems at the University of Nevada. She is skilled in all things marketing and working towards PhD in economics.

Romina Tello

Romina is an international student from Peru who is doing her Masters in Computer & Info Systems Security at Carnegie Mellon University. She has completed research in Cybersecurity and has previous experience in data analytics, sustainable tourism, and IT Business Intelligence Engineering. She is knowledgable about Information Systems, Business Analytics, Global Business, and Information Security. Romina is passionate about helping young women overcome their own obstacles and reach their goals.

Leo Silpacharn

Leo is pursuing a Computational Modeling and Data Analytics major with a minor in Statistics at Virginia Tech. He is currently employed with Amazon Web Services as a Associate ProServ Cloud Consultant. Additionally, he is an AFROTC Scholarship Recipient & Emerging Leadership Scholar.

INTERNS

Vienna Parnell

Computer Science Student at Vanderbilt University and Staff Writer for Vanderbilt Vanguard. Podcast co-host, coding teacher, published writer, and member of National Center of Women in Information Technology.

Cora Abrams-McCabe

Aerospace Engineer with minor in Dance and Mathematics at San Jose State University. Previous experience in engineering design projects and administrative functions. Skilled in cross-functional leadership.

M&M MEETING BREAKDOWN

After going through the onboarding process (see onboarding flowcharts on page 5), M&Ms will meet at times as designated by the M&Ms.

During the M&M meetings mentors may help mentees with their goals, discuss their experiences, and answer questions. See the next page for suggested questions for a mentee to ask their mentor if they have not thought of any. At the end of each M&M meeting mentees and mentors will fill out meeting forms to help them reflect and track progress. Based on the surveys the Pure Mentorship team may follow up with M&M about their experience, and ensure goals are reached.

At the end of the time interval M&M's have agreed to meet with each other they will go through the off boarding process (see offboarding process also on page 5).

Conversation Topic Suggestions

We encourage mentees to ask any questions they have to their mentor. Some examples of questions to ask your mentor are:

- What got you interested in your field of study?
- What time management strategies do you find effective?
- How do you apply for jobs and internships?
- How does your background motivate who you are and what you do?
- How do you balance your personal, academic, and professional lives?
- What should I be looking for in a job or college?
- What advice would you have given yourself at my age?
- How do I get more involved in the school?
- What would help me achieve my long-term goals
- What challenges have you faced getting into your field and role?
- How do you network?
- What do you wear in a professional setting?
- How do you stay motivated?

EXAMPLES

The following will help explain the Pure Mentorship process in greater detail. Note: the mentee in the following examples is named “Example Illustration”, and the mentor is named “Case Instance”.

Onboarding Process:

I**nitial meeting** and fill out IGP document. In the initial meeting mentees will get to know the Pure Mentorship Program from the founder, while Pure Mentorship will get to know the mentee. The initial meeting will also allow the mentee to start the IGP document that will outline their short term and long term goals.

Pure Mentorship
Individual Growth Plan

Mentee Name: Example Illustration Age: 17 Grade: 11 School: Sample High School
Date: 12/6

Long term goals (5+ years):

Academic: Example wants to pursue a bachelor's degree in computer science.

Personal: Example wants to forge closer relationships with academics and professionals within their chosen field of computer science.

Professional: Example wants to investigate research opportunities.

Estimated time period mentee would like to be in Pure Mentorship: 3 months

Short term goals (3 month):

Academic: Example wants to look at college programs
Assistance needs: Example will be the first in their family to go to college, they are not sure what to look for, or how to start looking

Timeline: Full 3 months

Personal: Example wants to form closer relationships with STEM teachers at Sample High.
Assistance needs: Example finds many teachers intimidating and wants help approaching them and their own imposter syndrome.

Timeline: 3 months and beyond

Professional: Example wants to look into research opportunities and internships.
Assistance needs: Example has never applied for a job outside of retail and would like help achieving a new level of professionalism.

Timeline: ASAP; many applications are closing now

Notes:

- Example has started using JavaScript and Google Sheets after being encouraged by a teacher but has no other coding experience.
- Example plays junior varsity volleyball for their Sample High School and has family responsibilities which limit their available time.

Onboarding Process Continued:

Meet the Mentors. Based on mentee interest, goals and assistance needs outlined in the IGP document, and Pure Mentorship document, the mentee will meet with their top three potential mentees, choosing the one they feel would suit them best. These meetings will be facilitated by the founder.

1st M&M (mentee and mentor) meeting. In the first meeting M&M's will use the mentee's IGP goals to make their M&M Contract. Goal setting strategies will include the SMART strategy, as well as the mentors advice.

Pure Mentorship
M&M Agreement

Mentee Name: Example Illustration Age: 17 Grade: 11 School: Sample High School
Mentee Email: ex-amp.ill@mail.com
Mentor Name: Case Instance Mentor Email: cassy.instance@mail.com

Date: 12/18

Mentee Long term goals (5+ years):

Academic: Example wants to pursue a bachelor's degree in computer science.

Personal: Example wants to forge closer relationships with academics and professionals within their chosen field of computer science.

Professional: Example wants to investigate research opportunities.

Time period estimated for M&M involvement in pairing through Pure Mentorship: 3 months

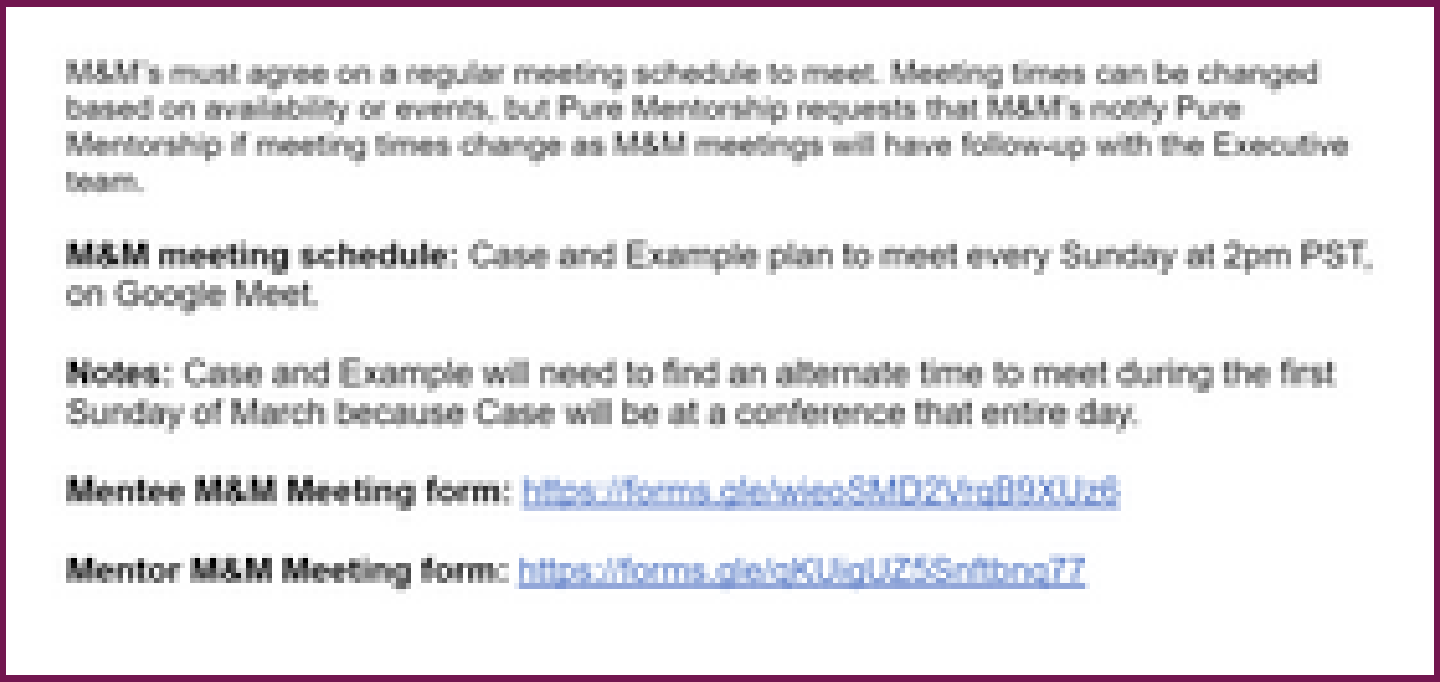
Short term goals (3 months – that M&M's will work on together):

	Timeline:
Academic: Look at college programs **Assistance needs:** Example will work with Case to figure out what Example wants and needs in a college experience and help them research colleges that meet these criteria.	3rd

	Timeline:
Personal: Example wants to form closer relationships with STEM teachers at Sample High. **Assistance needs:** Example finds approaching teachers intimidating. Case will encourage them to become more involved in their learning experience.	2nd

	Timeline:
Professional: Example wants to look into research and opportunities and internships. **Assistance needs:** Example has a job in retail but has never applied to anything outside the service industry.	1st

EXAMPLES ONBOARDING-MAIN PROGAM



M&M's must agree on a regular meeting schedule to meet. Meeting times can be changed based on availability or events, but Pure Mentorship requests that M&M's notify Pure Mentorship if meeting times change as M&M meetings will have follow-up with the Executive team.

M&M meeting schedule: Case and Example plan to meet every Sunday at 2pm PST, on Google Meet.

Notes: Case and Example will need to find an alternate time to meet during the first Sunday of March because Case will be at a conference that entire day.

Mentee M&M Meeting form: https://forms.gle/wieoSMD2VrqB9XUz6

Mentor M&M Meeting form: https://forms.gle/qKUiqUZ5Snftbnq77

Main Program:

During **meetings two through eighth** Case and Example worked on goals, talked about academic, professional, and personal strategies. Case and Example got help from the Pure Mentorship team as needed, which was made easy to track by filling out the M&M meeting forms.

Offboarding process:

9th M&M meeting. Case and Example will revisit Example's IGP document and the pairs M&M contract, catching up on and assessing the short term goals. Pure Mentorship team will remind M&M's of their second to last meeting, allowing them to catch up on anything they have missed.

10th M&M meeting. Mentors and mentees will be given the opportunity to renew their membership with Pure Mentorship. M&M's will be asked to reflect on their experience, and future goals, with the founder present. During the meeting they both filled out the offboarding form and were rewarded with Pure Mentorship Certificates. Next Case and Example decided to continue working together, and will work on a new revised IGP for their next cycle with Pure Mentorship.

REFERRALS

Help spread the word!

Pure Mentorship would love to reach students across the nation and help them achieve their dreams. If you enjoy your experience with our program, either as a mentor or a mentee, please consider referring us to a person or organization who you think would benefit from our services. In your referral, we request you include the following statement:

Pure Mentorship is a non-profit organization that aims to advance students from various communities to their ultimate potential with the help of expert mentors.

At Pure Mentorship, we believe that every student has the potential to achieve greatness. However, we understand that the journey to success can be challenging and overwhelming, which is why we are here to support and guide you every step of the way. We are proud to offer our services completely **free of charge.**

Our mentorship program offers the following benefits:

- Individualized support from a role model who believes in your success
- Access to mentors who come from a place of no judgment and are determined to help you however you need it
- Coaching to help you grow outside your comfort zone
- Help and advice from someone who has already gone through the difficult process
- Mentors with first-hand experience in the fields you are interested in learning more about
- Mentors who are young enough to share your passions and want to help you grow and succeed.

For more information, please visit the Pure Mentorship website
or contact us at purementorship@gmail.com.

To sign up as a mentee, please fill out this form.
To sign up as a mentor, please fill out this form.
For parent or teacher interest, please fill out this form.