



## Mentor/Protégé Connection IMPACT

### Why IMPACT?

The Prairie View A&M University College of Business Mentor/Protégé Connection (IMPACT) offers students the opportunity to develop their professional insights and networks through the guidance of a career mentor. Mentoring has proven to be an effective strategy that can contribute significantly to professional development. How do students make sound decisions about their careers? How do they find out if they are in the right area, how to handle specific problems, or what direction to move in? Learning from the experiences of others can be a great way to develop a student's career path and to help him or her realize their potential.

While the benefit for students seems obvious, IMPACT is expected to be a bonus to all parties in the relationship. Student protégés will immediately benefit from assistance with career development, lifestyle enhancement, goal achievement, and other areas mutually designated by the mentor and protégé. Mentors develop a deeper awareness of their behavior, improved interpersonal skills in listening, modeling, and leading for personal growth. Moreover, IMPACT will enable alumni, members of industry, and professionals to connect with the College of Business, as well as current and future colleagues in their field.

Mentoring is primarily focused on providing interpersonal support, guidance, mutual exchange, sharing of wisdom, coaching, and role modeling. It is a relationship, not just an activity, where one person professionally assists the career development of another. This is a deliberate, conscious, voluntary relationship and should be taken seriously. This is an investment of time (and perhaps resources) that will have a lasting impact. Please review the expectations and guidelines listed in this document to determine if you will be able to make the necessary commitments needed to make the mentoring relationship a success.

Students and mentors will meet at least twice a semester for one or more hours. Meetings can be virtual or at any of the approved events hosted through Prairie View A&M University. Once matched, mentors and protégés should arrange to connect as soon as possible.

## Who can be a mentor?

IMPACT Mentors may fall into one of three broad categories:

***Business Professionals/Personnel*** - Beginning at five years of experience, working in any area of the business profession: accounting, finance, management, marketing, information technology, management information systems, operations, procurement, sales, real estate, supply chain, human resources, personal finance, wealth management, sports, entertainment, law, economics, small business owners, non-profit managers and organizers, entrepreneurs, etc.

***Prairie View A&M University Alumni*** - Beginning at two years of professional experience, working in any area of the profession.

***Faculty/Staff*** - Beginning at two years of experience teaching and advising, especially those with industry experience and an interest in helping students interested in pursuing professional or advanced degrees.

Although the abovementioned categories are preferable if you are currently working in a related industry or profession, and you are ***genuinely*** committed to and interested in working with a student, regardless of the level of experience, age, or area of expertise (you do not have to be a graduate of the College of Business at Prairie View A&M University) we invite you to become a mentor.

### Effective mentors have the following characteristics:

- Have excellent interpersonal and communication skills, especially listening skills.
- Have appropriate experience and knowledge in mentoring (or are willing to learn).
- Are tactful and observe confidentiality and professional boundaries.
- Show mutual respect, and are open-minded, approachable, and non-judgmental.
- Are fair, patient, able to give time unselfishly, and are comfortable with personal disclosure.

### How do students qualify to participate in IMPACT?

Currently, the program is open to sophomore, junior and senior business majors in good academic standing. While there is no GPA requirement, students will be required to submit an application to be considered for the IMPACT program.

### How will students and mentors be matched?

Potential mentors should be from one of the categories listed in this guide. The primary criteria for selection are:

- The mentor's demonstrated skill in the delicate task of mentoring.
- The suitability of the mentor's professional experience with the stated career goals/objectives listed by the student applicant.
- Student and mentor interests, skills

The key to a successful match is not necessarily the degree of similarity between the mentor and the partner. The key is the mentor's ability to tune in to, understand, and accept what the partner is experiencing.

### **Mentor Expectations**

- Contribute to the appropriate career development of your charge.
  - Provide constructive feedback.
  - Encourage the exploration of ideas.
  - Share and inspire vision in students, etc.
- Ensure students are engaged on issues that will impact their academic and career performance as they make the transition to the workforce.
- Attend all PVAMU training as required by the University and College of Business Program Coordinator
- Learn about current curriculum and educational trends and become involved in the College of Business.
- Display a serious interest in developing a mentoring relationship. Students will propose needs and goals. Mentors will assist with the development of realistic goals and objectives.
- Support, encourage, and, when necessary, highlight shortfalls in agreed performance.
- Assist in the evaluation of the protégé's plans and decisions.
- Communicate with the partner at least once a month and respond promptly (within 2-5 business days).
- Maintain mutual trust and respect and confidentiality.
- Attend all scheduled meetings with the protégé.
  - *Virtual meetings, including e-mail exchanges, video conferences, mobile phones, and other electronic media, should respect both the mentor's and proteges' time and circumstances.*
  - *When engaging in face-to-face meetings, please meet with mentees in public locations, preferably on one of the PVAMU campuses. Examples of appropriate meeting locations might include Jazzman's Cafe' in the John B. Coleman Library, conference rooms in the College of Business, Pardus, or at the mentor's place of employment. Examples of inappropriate locations include (but are not limited to) the personal dwelling of a mentor or mentee, clubs, bars, or other areas that may suggest the appearance of impropriety.*
  - *Mentors should notify the Assistant Dean via e-mail of any scheduled company or other off-site visits*
- Behave professionally with the highest ethical principles. Exhibit a courteous, conscientious, and generally businesslike manner.
- Commit to professional and respectful interactions at all times. **Discrimination or harassment of any kind will not be tolerated. Reports of inappropriate conduct will result in the mentor's being removed from the program.**
- Complete program evaluations and surveys when appropriate.
- Communicate any problems to IMPACT coordinators. Notify one of the coordinators if there is a change in your ability to participate in the program.

**Sample Activities:**

- Internal/external business meetings with other members of the mentor's company
- Company tours or meetings
- Corporate social events such as company workshops, annual receptions
- Involvement in corporate, civic/volunteer programs
- Professional seminars, industry meetings, local conferences
- Mock interviews
- Resume review
- Senior Placement Sessions
- Group projects on the PVAMU campus
- Structured activities hosted by PVAMU or as part of the COB IMPACT program.

## Protégé Expectations

- PVAMU College of Business students (protégés) requesting a mentor agree that participation in IMPACT is a privilege.
- Set out to achieve new skills and knowledge to apply to a career.
- Seek guidance and advice in their professional development.
- Accept responsibility for his or her decisions and actions.
- Act on expert and objective advice and carries out tasks and projects by agreed times.
- Maintain mutual trust, confidentiality, and respect.
- Attend all scheduled meetings.
- Protégés should contact mentors by means and times appropriate, as deemed by the mentors.
- Protégés should schedule meetings with mentors for no longer than 30 minutes unless the mentor agrees to a more extended meeting.
- Protégés should not directly request employment or expect the mentor to find jobs for him or her.
- Inappropriate behavior towards any mentor may result in being denied further access to this service.
- Student protégés will take the lead in keeping the relationship active, with coaching provided by the mentor and IMPACT coordinators.
- Communicate with the mentor at least once a month and respond promptly.
- Display a serious interest in developing this relationship. Students will propose needs and goals to be discussed with mentors.
- Behave professionally with the highest ethical principles. Exhibit a courteous, conscientious, and generally, businesslike manner, as you would in the workplace.
- Be on time for all meetings. Dress appropriately for all functions.
  - *When engaging in face-to-face meetings, please meet with mentors in public locations, preferably on one of the PVAMU campuses. Examples of appropriate meeting locations might include Jazzman's Cafe' in the John B. Coleman Library, conference rooms in the College of Business, Pardus, or at the mentor's place of employment. Examples of inappropriate locations include (but are not limited to) the personal dwelling of a mentor or mentee, clubs, bars, or other areas that may suggest the appearance of impropriety.*
  - *PVAMU students should notify the Assistant Dean via e-mail of any scheduled company or other off-site visits*
- Complete the Mentoring Agreement in collaboration with the mentor at your first meeting.
- Complete program evaluations and surveys when appropriate.
- Communicate any problems to IMPACT coordinators. Notify one of the coordinators if there is a change in your ability to participate in the program.

## IMPACT Mentor Participation Agreement

Please read the terms below for an understanding of the roles of the mentor and the College of Business.

1. Ethical, professional, and responsible behavior is expected at all times for both mentors and students. **You agree** to contact the coordinator IMMEDIATELY if you have any concerns, discomfort, or uncertainty related to the behavior of your student mentoring partner.
2. If your student mentoring partner visits your workplace, **you agree** to advise and induct the student into relevant safe working procedures, including making him or her aware of any applicable health and safety policies.
3. The mentoring relationship involves respect for each other's privacy and personal boundaries. **You agree** that your student mentoring partner's contact details and any additional personal information will remain confidential.
4. The College of Business at Prairie View A&M University hopes to facilitate cooperative exchange between students and mentors. Still, it is impractical for the college or University to control and regulate this exchange. **You agree** that Prairie View A&M University will not be held responsible for the actions of mentors and protégés. You should understand that you are responsible for your reputation, personal safety, and well-being. Any issues or concerns related to the mentor-protégé relationship should be reported immediately to IMPACT coordinators.

If you are unclear about the meaning or intent of this agreement or the consequences of electing to agree to the terms, please seek further clarification from the coordinator.

*I have read the information contained in this packet. My signature below represents an acceptance of my commitment to participate in the IMPACT Program and to adhere to the guidelines presented herein.*

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the application and signed agreement form to [klgordon@pvamu.edu](mailto:klgordon@pvamu.edu)

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