



# Mariner Mentorship Program

# Program Objective



To facilitate meaningful Mariner Mentor relationships between alumni and current students with a focus on community building, character development, and career advancement.

# Mentor Benefits



- Share personal experiences and professional knowledge to help students achieve their personal, academic and career goals.
- Expand understanding of current MMA academics programs, campus community, activities and opportunities.
- Cultivate a stronger relationship with MMA.
- Network with classmates, other MMA alumni and campus community.

# Mentor Responsibilities



- Help foster a mentorship based on trust and mutual respect
  - Role model
- Help mentee grow personally
  - Be genuinely interested in mentee
  - Acknowledge achievements
  - Offer positive reinforcement
- Prepare mentee for academic and professional successes
  - Be responsive when they reach out for help and advice
  - Encourage mentee to use campus resources when questions or issues are apparent
  - Be open and generous in sharing ideas, experiences, resources and network
  - Encourage mentee to challenge themselves and seize opportunities

# Mentee Benefits



- Sharpen interpersonal communications skills.
- Grow confidence in professional setting.
- Learn to accept both compliments and constructive criticism.
- Devise an academic and/or career plans with experienced professional.
- Gain knowledge of specific industries, corporate structures, job responsibilities.
- Create and expand professional network.

# Mentee Responsibilities



- Be proactive in reaching out to mentor
- With mentor, decide preferred frequency and method of communication
  - Worksheet provided
  - Understand opportunities and limitations
- Be prepared and create an agenda for each meeting (discussion topics, questions, etc.)
  - Worksheet provided
- Establish and continuously review your goals
  - SMART worksheet provided
  - Assess progress and consider next steps
- Promptly reply to all inquiries, keep mentor informed, ask for and offer honest feedback

# Program Conduct

**Distance Mentoring** - mentoring relationship in which the mentor and mentee are in different geographic locations.



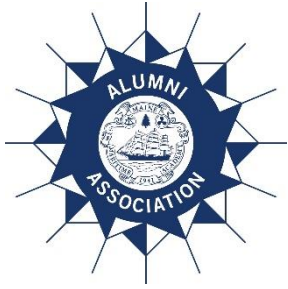
- Use video conferencing software (e.g., Zoom, Skype)
- Email
- Phone
- Face-to-face meetings in a public setting, COVID-19 restrictions considered.

**Pairing** - Matches will be based on comparing the student's application profile information to mentor profile responses. ([www.surveymonkey.com/r/MMAMentor](http://www.surveymonkey.com/r/MMAMentor) )

- A "perfect match" is not always possible so flexibility is appreciated by mentors and mentees.

**Best Practices** – all mentors/mentees will receive a mentorship link that will address program overview and worksheets.

# Program Conduct



- The mentoring relationship is strictly professional.
  - Be friendly.
  - Discuss, agree to and respect personal boundaries.
- Recommended contact is minimum of once/month. Feel free to do more.
- Class of 1974 Golden Challenge incorporates 5 phases...this document covers Phases 0 (sponsorship prep) and I (intro, contact, coaching involving 4/c). Phases II-V post 4/c.
- Commit to confidentiality except in extreme circumstances.
- Be active on LinkedIn community.
- Participants will be surveyed at the end of each academic year (April).



# Initial Meeting

Getting off to a strong start is critical, so here are a few things to consider when preparing for your first mentor meeting.



- Highly recommended the Mentee makes the initial contact.
- Decide on the date, time, length and means of your first meeting at least one week in advance. (see Initial Connection Guide)

**Mariner Mentor Program**  
PILOT Mariner Mentorship Initial Connection Guide

This is a list of talking points and does not need to be formalized by either party. It is meant to be a guide to ensure that parties are clear and understanding of each other's expectations and goals.

**Expectations:**

Meetings – preferred method and alternatives ...

Meet in person	Email
Phone / text	Zoom, Skype or another web-cam platform
Combination	Other: _____

- 1) Frequency of meeting (e.g. once a week/every other week/once a month)?
- 2) Length of a typical meeting or call will last (e.g. half an hour, one hour)?
- 3) Best time of day, morning coffee, midday, afternoon, early evening?
- 4) Meeting preparation: discussion items, questions, comments, etc., prepared? YES NO (See **Contact Planning Aid**)
- 5) If an email or voicemail is received, we agree to get back to the other person within:
  - ◆ 24 Hours
  - ◆ 1-2 days
  - ◆ 3-4 days
  - ◆ Other: \_\_\_\_\_
- 6) When will we meet next?
- 7) If need to cancel a meeting or call, how will that be communicated?

Goals: Setting clear goals is critical to the success of a mentorship relationship. Be sure to spend time discussing these goals together. (Goal Worksheet SMART)

What are the Mariner mentee's goals for this mentorship relationship?

GOAL 1  
GOAL 2  
GOAL 3

2) What are the Mariner mentor's goals for this mentorship relationship

GOAL 1  
GOAL 2  
GOAL 3

Once you have discussed and agreed upon your preferred method and frequency of communication send it via e-mail to your Mariner partner to confirm your mutually established expectations for the partnership.



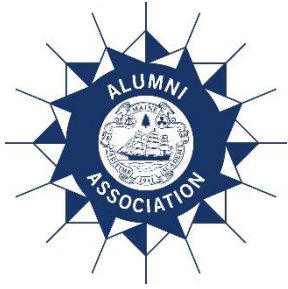
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- At contact, share personal and professional interests with each other.

# Ice Breaker Topics



Where did you go to high school?

What are your hobbies and interests?

What are you passionate about?

What were your dreams and schemes?

Where in the world have you been?

What have you learned from your travels?

Who do you admire and respect? Why?

Organizations/activities at MMA?

What is/was your favorite class at MMA?

Why did you attend MMA?

Favorite MMA tradition or memory at MMA?

Favorite place on campus or in Castine?

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- At contact, share personal and professional interests with each other.
- Write and discuss 3-5 goals for the Mentee to accomplish/work towards.

## Mariner Mentor Program

### Template for writing a S.M.A.R.T. Goal

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions. Initial Goal (Write the goal you have in mind):



1. **Specific** (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)
2. **Measurable** (How can you measure progress and know if you've successfully met your goal?):
3. **Achievable** (Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?):
4. **Relevant** (Why am I setting this goal now? Is it aligned with overall objectives?):
5. **Time-bound** (What's the deadline and is it realistic?):

S.M.A.R.T. Goals (Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):

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- Write and discuss 3-5 goals for the Mentee to accomplish/work towards.
- Succeeding discussions can be pre-planned using the Contact Planning Aid.

**Mariner Mentor Program**  
PILOT Mariner Mentorship Contact Planning Aid

Use this sheet to structure and record your discussions with your Mentor/Mentee.  
A brief summary email to your Mariner partner and confirmation of the date/time of next discussion is recommended. Save these forms for future reference of past discussions

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

**Discussion Topics for Today's Meeting** List any topics you wish to cover during the meeting, and create an agenda for your conversation.

- 1) \_\_\_\_\_ 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

**Questions for My Mariner Mentor/Mentee** Write down questions that you want to ask during your scheduled discussion.

- Q: \_\_\_\_\_ Q: \_\_\_\_\_  
Q: \_\_\_\_\_ Q: \_\_\_\_\_

**Notes:** Write down any general discussion notes. \_\_\_\_\_  
\_\_\_\_\_

**Discussion Highlights:** What were the main things you learned or will take away from this discussion?  
\_\_\_\_\_  
\_\_\_\_\_

**Action Items for Next Meeting** Write down the items you need to follow up on between the current meeting and the next.  
\_\_\_\_\_  
\_\_\_\_\_

**Discussion Topics for Next Meeting**  
Plan the activities and discussion for your next meeting. \_\_\_\_\_

**Next Meeting:** \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_





# Maintain Momentum

Getting connected is easy, but staying connected is hard.



- Mentoring relationships demand time and energy.
- Contact your mentor/mentee consistently over the time you are matched together
  - be flexible with your schedule,
  - be honest about other commitments,
  - respect each other's time.
- MMA will help facilitate regular communication by sending emails with timely content, reminders and *suggested* mentoring activities.
- Communicate with program facilitators if problems arise.

# MMA Resources

Fall 2020 Operations & Procedures	<a href="https://mainemaritime.edu/fall-2020/">https://mainemaritime.edu/fall-2020/</a>
Academic Calendar 2020 -21	<a href="https://mainemaritime.edu/academics/wp-content/uploads/sites/3/2020/03/2020-2021-Academic-Calendar.pdf">https://mainemaritime.edu/academics/wp-content/uploads/sites/3/2020/03/2020-2021-Academic-Calendar.pdf</a>
Academics	<a href="https://mainemaritime.edu/academics/">https://mainemaritime.edu/academics/</a>
Academic Support	<a href="https://mainemaritime.edu/support-services/">https://mainemaritime.edu/support-services/</a>
Alumni Relations	<a href="https://mainemaritime.edu/alumni/">https://mainemaritime.edu/alumni/</a>
Athletics	<a href="https://marinersports.org/landing/index">https://marinersports.org/landing/index</a>
Career Services	<a href="https://mainemaritime.edu/academics/academic-services/career-services/">https://mainemaritime.edu/academics/academic-services/career-services/</a>
Counseling Services	<a href="https://mainemaritime.edu/student-life/health-and-counseling-services/">https://mainemaritime.edu/student-life/health-and-counseling-services/</a>
Financial Aid Office	<a href="https://mainemaritime.edu/admissions/undergraduate-admissions/financial-aid/">https://mainemaritime.edu/admissions/undergraduate-admissions/financial-aid/</a>
Health Services	<a href="https://mainemaritime.edu/student-life/health-and-counseling-services/">https://mainemaritime.edu/student-life/health-and-counseling-services/</a>
MMA Catalog	<a href="https://mainemaritime.edu/undergraduate-catalog/">https://mainemaritime.edu/undergraduate-catalog/</a>
Navy ROTC	<a href="https://mainemaritime.edu/nrotc/">https://mainemaritime.edu/nrotc/</a>
Regiment	<a href="https://mainemaritime.edu/student-life/regimental-program/">https://mainemaritime.edu/student-life/regimental-program/</a>
Residential Life	<a href="https://mainemaritime.edu/student-life/residential-life/">https://mainemaritime.edu/student-life/residential-life/</a>
Registrar	<a href="https://mainemaritime.edu/academics/academic-services/registrars-office/">https://mainemaritime.edu/academics/academic-services/registrars-office/</a>
Student Handbook	<a href="https://mainemaritime.edu/student-life/community-standards/">https://mainemaritime.edu/student-life/community-standards/</a>
Student Services	<a href="https://mainemaritime.edu/student-life/">https://mainemaritime.edu/student-life/</a>
Student Activities	<a href="https://mainemaritime.edu/student-life/student-activities/">https://mainemaritime.edu/student-life/student-activities/</a>
Tutoring	<a href="https://mainemaritime.edu/support-services/academic-support/">https://mainemaritime.edu/support-services/academic-support/</a>
Website	<a href="https://mainemaritime.edu">https://mainemaritime.edu</a>





# MMA Resources

## Program Points of Contact

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