

UCSF

First Generation
Support Services
Student Academic Affairs

MENTORSHIP GUIDE

FOR MENTEES & MENTORS



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WELCOME TO OUR COMMUNITY

Welcome to the First Gen Mentoring Program. We are thankful that you have committed to being a mentor or mentee. This resource guide is here to help you navigate your mentorship.

Mentors can bring in a fresh perspective, normalize struggles, help first gen students navigate through their academic and professional endeavors, ask the hard questions, and serve as a source of inspiration and support.

First generation professionals have identified mentorship as a key component to success in their academic journeys. Being first gen is powerful. First gen students and professionals each have a unique story and purpose that adds value to the populations they serve. Having someone to support, empathize, and provide valuable feedback creates a sense of belonging and connectedness for students.

**THE FIRST GEN MENTORSHIP
PROGRAM WAS CREATED TO
CONNECT FIRST GEN STUDENTS
WITH FACULTY, STAFF,
ALUMNI, POSTDOCS, AND
RESIDENTS FOR SUPPORT,
GUIDANCE, AND PROFESSIONAL
DEVELOPMENT.**



Our goal is to create a successful mentorship experience for both the mentor and mentee.

Should you have any feedback or questions, please feel free to contact Tiffany Lam at tiffany.lam4@ucsf.edu or firstgen@ucsf.edu

MENTORSHIP AGREEMENT & EXPECTATIONS

All mentor/mentees are required to sign the Mentor Agreement prior to starting the mentorship.

Agreement will be emailed to mentor/mentee prior to the start of their mentorship with signing instructions. The purpose of the Mentoring Agreement is to set expectations regarding communication, conduct, and roles of the mentor/mentee.

MENTOR EXPECTATIONS

1. Provide active listening, guidance, oversight, and encouragement to mentee in relation to their goals
2. Provide feedback regarding the mentee's progress and experience
3. Connect mentee with resources that will support their graduate/professional school experience
4. Mentors identify as volunteers and will not receive any wage, salary, benefits, or other compensation for their services

MENTEE EXPECTATIONS

1. Actively engage with mentor by communicating and meeting based on the mutually agreed upon frequency
2. Commit to learning, receiving feedback and resources, and working towards identified goals
3. Seek guidance and support around navigating the experience as a First Generation Student at UCSF

TIMELINE

SUMMER

Mentor Recruitment
Mentor Training Workshop

FALL QUARTER

OCTOBER: Matches will begin based on mentor/mentee availability
Will be notified via email

Mentorship events

WINTER QUARTER

Mentee Dinner
Mentor Social

SPRING QUARTER

First Gen Community Reception

MAY: Formal Mentorship Ends or Continues Into Following Year
Mentorship can continue if mentor/mentees identify they would like to on the end of year survey

First Gen office will check-in with matches via email **monthly to provide additional support & discussion questions**

GETTING STARTED



- ☐ Once paired, it is important to **set up an introductory meeting within two weeks** of being matched to get the process started
- ☐ Mutually **decide what is the best method of communication** (email, phone, zoom, etc.) and **frequency** of meetings (weekly, monthly, quarterly - consistency is key!)
- ☐ Identify mentorship **goals** - can be goals specific to the mentee
Examples: Professional development, career exploration, academic/internship support, feedback on educational experience, identity and sense of belonging at UCSF
- ☐ Begin meeting and after each meeting, make a plan for your next contact

Starting Questions

- What are you interested in focusing our mentorship on?
- What is your best or preferred communication style?
- What types of support are you looking for (resources or encouragement/advice)?
- What about your UCSF graduate/professional school experience is important to you right now?

TIPS FOR SUCCESSFUL MENTORSHIPS



TIPS FOR MENTORS

- Don't be afraid to assign homework in between meetings
- Hold your mentee accountable for action items
- Tell your story on how you got to be where you are today
- Share your success and failures
- Don't assume anything about your mentee
- Actively listen with compassion
- Celebrate their achievements big and small



TIPS FOR MENTEES

- Prepare for meetings—use note cards, take notes on what you would like to discuss—figure out what you want out of the meeting in advance
- Nurture your mentorship relationship - be patient, invest time, and be intentional with your mentor
- Maintain clear communication on your goals for the mentorship and what you would find helpful
- Remember a mentee can have more than one mentor
- You don't always have to follow a mentor's advice but listen to it and evaluate if it is best for you

More tips can be found the [UCSF Alumni page](#)

NAVIGATING MENTORSHIPS THAT AREN'T WORKING

Reasons for a Failed Mentorship Relationship

- Poor communication
- Unclear expectations
- Lack of open communication and/or failure to communicate tactfully
- Inability to listen
- Lack of commitment
- Personality differences
- Conflict of interests

What Happens if a Mentor/Mentee Pairing Loses Contact or is Not a Good Fit?

We understand that mentorships may not always work out, and our goal is to support the mentorship in being beneficial for both the mentor and mentee. It's best to address the issue early on then leave someone hanging or unresponsive. Life sometimes becomes busy and a mentor/mentee may become limited with the time and attention that a mentorship needs. Discussing early on how to address if a mentor/mentee relationship isn't working, will help alleviate the pressure when/if it is time to make a decision.

If a mentor or mentee is feeling trapped and is seeking advice on how to end a mentorship relationship or navigate challenges, please email [Tiffany Lam](#) or [First Generation Support Services](#)

ENDING A MENTORSHIP

Each First Gen Mentoring Program cycle is held from October through May of every academic year. Whether the the mentorship needs to end early or is nearing the end of the mentorship cycle, planning ahead can be helpful.



Here are a few points to guide that process:

1. **Talk about it!** Meet together with the intention of talking about the mentorship coming to a close.
2. **Reflect & Evaluate:** Think about the goals you've set and the progress you've made toward them. Talk about what you've learned as a mentor/mentee. What goals have you accomplished? Was there anything that is still in progress?
3. **Provide & Receive Feedback:** Share with each other about what worked and what you would have liked to see different. Provide thoughtful feedback that can be applied toward future mentorships.
4. **Leave with Gratitude:** Whether the mentorship ended as planned or differently than expected, leave each other with a piece of gratitude for dedicating your time and effort into the process.
5. **Keep in touch!** Mentors/mentees can choose to end their formal mentorship, but many mentors offer to be a continued resource throughout the mentees professional career. Stay connected through email, UCSF Connect, or LinkedIn!

IDEAS FOR MEETINGS & DISCUSSION

Possible Meeting Ideas

- Share your first gen story
- Review your resume/cover letter/CV
- Job search together
- Facilitate a job shadow day
- Create a vision board
- Reflect on how classes, internship, lab, or rotations are going
- Read a book together and participate in discussion questions
- Attend a professional workshop/training
- Visit a museum, exhibit, film screening and discuss
- Meet with another mentor/mentee pairing

Sample Discussion Questions

1. Share about a successful moment you had during class/lab/internship/clinic.
2. How do you cope with feelings of self-doubt or stress?
3. Who/what inspires you to choose this career?
4. What has been your biggest challenge right now?
5. What have you found helpful when balancing school and personal life?
6. How do you continue to challenge yourself in the work you're doing?
7. How do I improve my _____ skills?
8. Where do you think my strengths lie?
9. What are some hard choices you've had to make in your career?
10. Talk about the "hidden curriculum" that exists within higher education and how to navigate those values/belief systems as a first gen.

ON CAMPUS RESOURCES

Student Success Center

success.ucsf.edu

Student Life

studentlife.ucsf.edu

Basic Needs

basicneeds.ucsf.edu

Student Disability Services

sds.ucsf.edu

Student Health & Counseling

studenthealth.ucsf.edu

Learning Resource Service

learn.ucsf.edu

Office of Career & Professional Development

career.ucsf.edu

Student Financial Services

finaaid.ucsf.edu

Campus Life Services

(Housing, Transportation,
Fitness & Rec, Family Services)
campuslifeserviceshome.ucsf.edu

Undocumented Student Support Services

undocu.ucsf.edu

Multicultural Resource Center

mrc.ucsf.edu

LGBT Center

lgbt.ucsf.edu

Student Veteran & Military Support Services

veterans.ucsf.edu

CARE Advocacy Resources & Education

careadvocate.ucsf.edu