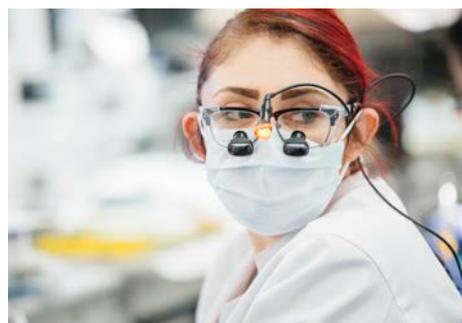
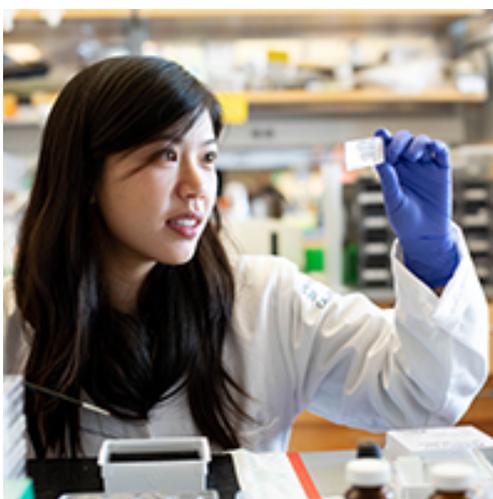


Mentor-Mentee Resource Guide

First Gen Mentorship Program

UCSF First Generation
Support Services
Student Academic Affairs



500 Parnassus Avenue, Millberry Union, 100W
San Francisco, CA 94143
firstgen@ucsf.edu
firstgen.ucsf.edu

Welcome to the First Gen Mentorship Program. We are thrilled you are either enrolled as a mentee or mentor. This guidebook is a great resource in how to navigate a mentor/mentee relationship.

The First Gen Mentorship Program was created to support UCSF First Gen students by connecting them to faculty, staff, alumni, postdocs, and residents. Mentors can bring in a fresh perspective, normalize struggles, help first gen students navigate through their academic and professional endeavours, ask the hard questions, and serve as a source of inspiration and support.

We have heard time and time again from successful first generation college professionals that one of the most significant factors in navigating through their degree programs was having good mentorship. This is particularly salient in graduate/professional school, where students are socialized in the implicit culture of their professions.

This mentorship program is intentional and dedicated to finding the best match possible. If you have questions or feedback about your experience regarding the First Gen Mentorship Program contact First Gen Support Services.

If you need assistance, please do not hesitate to reach out to Alece Alderson (alece.alderson@ucsf.edu) or First Generation Support Services (firstgen@ucsf.edu).



Mentorship

Mentorships may provide:

- Access to resources
- Access to opportunities
- Time and attention
- Emotional support
- Role modelling/inspiration
- Advice, direction
- Skill development
- Access to networks
- New connections
- Professional development
- Intellectual community
- Accountability
- Sponsorship
- Reciprocity
- Creativity and independent thinking
- and more...



Mentorship – What are the benefits?

- **As a mentee**
 - Change and/or achieve your goals more quickly and effectively than working alone
 - Learn from the experience of others
 - Develop strategies for dealing with personal and academic issues
 - Being encouraged and empowered in personal development
 - Increase your confidence
 - Help identify and correct gaps in skills and knowledge in your field
- **As a mentor**
 - Mentoring is voluntary but extremely rewarding
 - Can benefit skill development and career progression
 - Seeing your mentee succeed and grow both professionally and personally

Navigating the Mentorship Experience



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, skype, etc.

Initial Meeting

Suggested questions to ask during initial meeting (both mentee & mentor).

- What are your expectations and goals from each other during this interaction?
- How often would you like to meet and method (phone, zoom, etc)
- What does it mean to you to be First Gen?
- What are your professional interests?
- What are your next steps after your initial meeting?

Steps to a Successful Mentorship Experience

Creating Joint Goals and Expectations

Successful mentorship experiences stem from setting clear goals and expectations for one another. During your initial meeting spend time discussing expectations from each other.

- What are expectations and goals from each other during this mentorship experience?
- How will you spend your one-on-one time together?
- What method of communication works best for you (text, emails, phone, skype, zoom, etc.)
- How often should you meet? (Set realistic availability—some mentors meet once a week, while others may meet once a month or quarter. There are no prescribed amounts of time; do what works best for your pairing)
- How much notice should be given if you need to cancel a meeting? If you do need to cancel a meeting how should we contact one another?

Navigating a Failed Mentorship Relationship

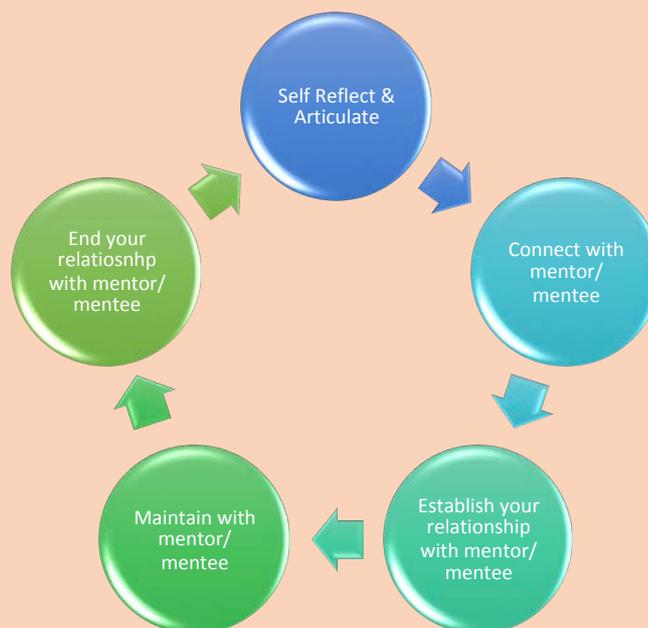
Reasons for a Failed Mentorship Relationship

- Poor communication
- 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?

It 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, please email [Alece Alderson](#) or [First Generation Support Services](#).

Life Cycle of a Mentoring Relationship



Source: UCSF Office of Career and Professional Development

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
 - 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
- Follow up with mentors
- Communicate and let your mentor know your professional goals
- 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 for mentors can be found the [UCSF Alumni page](#)

Tips for making the most out of a mentorship

- Understand that you contribute to the relationship
- Be prepared and personable
- Build trust
- Practice active listening
- Be worth the time and energy
- Know what you want and ask for what you need
- Take action on the advice
- Show gratitude, honesty, and respect



Learn more on what makes a [good mentee](#)