

RUTGERS

Honors College | New Brunswick

***HC Ally***  
***Mentor Manual***  
***2017-18***

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## **Welcome from Honors College Staff**

Welcome 2017-18 HC Ally Mentors!

Since opening its doors in 2015, the Honors College has brought together the highest achieving students from across the nation and around the world into one diverse and creative community. The Honors College experience extends far beyond the classroom, incorporating global education, service projects, mentorship, and extracurricular activities from get-togethers with faculty and friends to pre-professional counseling. We combine the intimacy of small learning communities with the power and opportunities of a great research university—the model of what undergraduate education can be.

The HC Ally program helps us achieve these goals, as it is one of the Honors College's signature student leadership opportunities. For the past year, Honors College students have served in the capacity of HC Ally Mentors. In this program, a group of seasoned Honors College students work with first-year students to help guide them through their transition into college and prepare them for success. This program supplements the Mentor in Residence program and provides first-year students with more personalized mentoring from experienced Honors College peers.

The HC Ally experience has the potential to be one of the most fulfilling experiences an Honors College student will have, whether participating as a mentee or a student leader. HC Ally Mentors will develop skills in the areas of mentoring, understanding Honors College and university resources, and communication which will serve them throughout their college career and beyond. From time management to public speaking and event planning, HC Ally Mentors will build their leadership potential in this academic year experience.

Thank you for being an HC Ally Mentor for the 2017-18 academic year! We are happy to have you in this meaningful student leadership role and look forward to seeing the impact you make on Honors College students.

Krista Klein  
Assistant Dean for Student Affairs  
Rutgers, The State University of New Jersey  
Honors College | New Brunswick

## **Honors College Staff Directory**

### **Deans**

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### **Faculty Fellows**

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## **Student Leader Cheat Sheet**

Below is a list of all of the Honors College student organizations. Feel free to share this list or feature some of the organizations when encouraging your mentees to get involved with the Honors College.

**Ambassadors:** Current students who share their experiences and stories with prospective students and their families during tours, showcases and other special on and off campus events. Four Lead Ambassadors coordinate and support the program. These students are advised by the Assistant Dean and Director for Admissions.

**Community Liaisons:** Community Liaisons live in Honors College communities across the New Brunswick campus and serve alongside their peers by developing and executing programs designed to promote academic excellence, service learning, social justice/diversity, global awareness, leadership, and collaboration. These students are advised by the Associate Dean for Student Affairs.

**Diversity Peer Educators:** Current students who have been trained to facilitate workshops and programs surrounding cultural awareness and sensitivity as well as promoting diversity and social justice within the Honors College community. These students are advised by the Associate Dean for Student Affairs.

**HC Ally:** HC Ally pairs groups of Honors College first-year students with experienced Honors College students with similar majors, schools, or career goals. By participating in these groups, first-year students will gain insight into navigating the social, extracurricular, and academic areas of college life. Through mentorship experiences, teambuilding events, and workshops they help foster curiosity, knowledge, and purpose in students. These students are advised by the Assistant Dean for Student Affairs.

**Honors College Alternative Break Specialty Trips Site Leaders:** Student leaders who plan, coordinate, and lead meaningful community service trips to different locations as part of the HC Serves program. These students are advised by the Assistant Dean for Student Affairs.

**Honors College Initiatives:** Honors College Initiatives are student-run programs supported by the Honors College through resource sharing and funding allocations. These students are advised by the Student Advisory Board and the Assistant Dean for Student Affairs.

- **Knights' Table:** An organization focused on facilitating civil discourse among Honors College students via discussions on controversial topics, often related to the Mission Course.
- **HC Book Club:** The HC Book Club aims to encourage independent reading for Honors College students by creating a community environment to discuss books, literature themes, and connecting students.
- **Disrupt HC:** Disrupt HC is an interdisciplinary group with a mission is to design and create innovative products to positively impact the lives of others. Similar to a startup, Disrupt HC allows for the collaboration of diverse sub-teams to design, create and market an original project to foster innovation and creativity within the Honors College community. This independent, project-driven initiative is intended to simulate all the practical challenges that entrepreneurs must face.
- **Learning to Talk the Walk:** Learning to Talk the Walk is a seven week public speaking workshop focusing on fighting the fear of public speaking, effectively crafting an argument, and practicing how to make the most of body language, voice, and word choice so that students can speak with more confidence, power, and influence both on stage and in daily interactions.

**Media Team:** The HC Media Team is dedicated to capturing life at the Honors College. With a range of talents and skills, the Media Team includes student photographers, videographers, feature writers, graphic designers, bloggers, and social media experts. These students are advised by the Director of Marketing and Communications.

**Mentoring Pod Program ELT:** Leaders of the Mentoring Pod Program help to carry out the mission of connecting undergraduates with full-time doctoral level talent and helping upperclassmen serve as mentors to freshmen in their mentoring "pod" or group. The leadership team shapes the student experience with events throughout the

academic year, mentorship development guidance, program membership outreach, and connecting with alumni of the program. These students are advised by the Assistant Dean for Professional Development.

**Mentors in Residence:** Live-in, part-time, student leaders who support first-year Honors College students in their transition to college life through academic success mentoring, program planning and connecting students to Rutgers' resources while supporting the overall mission of the Honors College first-year experience. These students are supervised by the Assistant Dean for Student Affairs. There are Mentors that support the following program areas:

- **Professional Development (2):** Exploring internship/career opportunities, networking events, alumni collaborations
- **Douglass Residential College Programs (1):** Based on the needs of Douglass Residential College
- **Academic Experience Programming (2):** Exploring majors, stress relief/relaxation, study groups, registration workshops, academic success programs
- **Faculty Fellows Programming (2):** Based on the needs of Faculty Fellows, including but not limited to cultural and academic trips, academic programs, social programs in residence
- **Civic Engagement Programming (2):** Exploring community service, social justice/diversity, study abroad, global awareness

**Resident Assistants:** Undergraduate students who strive to holistically support the first-year Honors College students while keeping the residence hall a safe and fun home away from home. These students are supervised by the Residence Life Coordinator.

**Residence Hall Association (RHA):** Current residents who become the voice of the building's residential population with hopes of improving the residential experience for on-campus students through programming, feedback-based advocacy initiatives and leadership development. These students are advised by the Residence Life Coordinator and will be selected in the Fall semester.

**Service Assembly:** Current Honors College students dedicated to creating community service events and programs, connecting Honors College students with community service opportunities across campus and in New Brunswick, and promoting service-learning. These students are advised by the Assistant Dean for Student Affairs.

**Student Advisory Board:** Current Honors College students who work to enhance the educational experience of every member of the Honors College student body by providing engaging programming and promoting academic, social, and cultural growth. These students are advised by the Assistant Deans for Student Affairs and Professional Development.

**Winternship and Site Visit ELT:** Leaders of the Winternship and Site Visit program help to carry out the mission of connecting undergraduates with industry talent and exploration opportunities in the form of one-day site visits or week-long project-based experiences. The leadership team envisions and executes the Winternship and Site Visit student experience from interview development to orientation to post-visit feedback in addition to assisting with outreach to potential Winternship and site visit hosts. These students are advised by the Assistant Dean for Professional Development.

### **Important Honors College Resources**

There are countless resources at Rutgers for you to be familiar with as an HC Ally Mentor. This Training Manual includes important Honors College-related resources and does not include University-wide resources. Feel free to share Rutgers resources with students on your own time and at your discretion. Also, be sure to review the Student Leader Cheat Sheet to provide information to mentees about ways to get involved with Honors College organizations.

**Honors College Main Phone Line:** 848-932-0990

**Honors College Main E-mail:** [honorscollege@rutgers.edu](mailto:honorscollege@rutgers.edu)

**Honors College Advising E-mail:** [hcadvising@rutgers.edu](mailto:hcadvising@rutgers.edu)

**Honors College Student Advisory Board E-mail:** [HCSAB@echo.rutgers.edu](mailto:HCSAB@echo.rutgers.edu)

**HC Serves E-mail:** [HCServes@echo.rutgers.edu](mailto:HCServes@echo.rutgers.edu)

#### **Academic Advising Staff**

The Honors College Academic Advising staff is available to assist students with their academic requirements and the overall Honors College academic experience. Each student in the Honors College is assigned an adviser from our Honors College staff. Honors College advisers work closely with students on issues such as Honors College requirements, course selection, major selection, graduate and professional school options, internships, and research opportunities. Be sure to refer students to their assigned academic adviser for any academic concerns or questions before providing your own advice, and remind students that Drop-In Advising will be available at the beginning of the Fall 2017 semester, with no appointment necessary.

#### **Coffee with the Deans**

Coffee with the Deans is an Honors College student's first opportunity to connect with the Honors College Deans and staff while enjoying free coffee, tea, and hot chocolate. Coffee with the Deans takes place every weekday from 10am-11am and features specific guests from different departments on Wednesdays. Encourage students to attend to get to know the staff and build connections with other Honors College students.

#### **Counseling, ADAP, and Psychiatric Services (CAPS) Counselor in Residence**

Counseling, ADAP, and Psychiatric Services (CAPS) is an important Honors College partner and Rutgers resource. Students can connect with Counselor-in-Residence Mina Vargas as part of the Honors College Let's Talk series for a free, confidential, and private drop-in session with a counselor. Let's Talk is held on Tuesdays from 2-4 p.m. in the Honors College, Room South 501. For first-year students, no appointment is necessary. Non-residential students will be asked to wait in the Plant Lounge during Let's Talk and Mina will escort them to the fifth floor for their session, to remain compliant with the Honors College guest policy. Students can also request an appointment with Mina, whether it's at the Honors College or not, by calling CAPS directly at 848-932-7884.

#### **HC Serves Program**

The Honors College is committed to creating a culture of community service and requires that every student completes a minimum of 30 hours of approved service work in the first three years. The service requirement can be credit or non-credit bearing; paid internships will not fulfill the service requirement. In order to get credit for your service, you must log your hours on the HC Serves form. A maximum of 15 hours total can come from a community service opportunity outside of Rutgers and New Brunswick. To

verify whether an opportunity will count towards your total or if you have a general question about community service, students may contact [HCServes@echo.rutgers.edu](mailto:HCServes@echo.rutgers.edu).

### **Honors College Calendar of Events**

A complete list of Honors College events is on the Honors College website at <http://honorscollege.rutgers.edu/events>. Visit the calendar regularly to learn about upcoming events, or add events to your personal iCalendar or Google Calendar. This is the best website to stay updated about happenings at the Honors College.

### **Honors College Forum (Mission Course)**

Every first-year Honors College student takes the Honors College Forum, an interdisciplinary common mission course focused on key issues and challenges defining twenty-first century life. Students engage in forums and critical discussions, while alternating between distinguished plenary guest speakers and small workshop sections. The sections are organized around interdisciplinary project-based teams, each working for an entire semester to develop and present a detailed plan for a change-making product, service, or initiative. Students are required to take the Honors College Forum in their first year in either their first or second semester.

### **Inside the Honors College Newsletter**

Inside the Honors College is a weekly newsletter e-mailed to students every Monday. The newsletter contains important updates about Honors College requirements, events, and Rutgers-at-large programs and services. Encourage students to read the newsletter and make sure that you stay in touch by reading it as well!

### **Mentors in Residence**

Honors College Mentors in Residence are live-in, part-time, student leaders within the Honors College residence hall. Mentors in Residence work to support first-year Honors College students in their transition to college life through academic success mentoring, collaborating with Honors College faculty and staff, and supporting the overall mission of the Honors College first-year experience. Work closely with the Mentors in Residence and refer students to them when they need additional support.

### **Residence Life**

Residence Life is the first line of contact for any Honors College first-year student needing assistance with residential concerns, including roommate conflicts, mental health concerns, and residence hall needs or questions. Be sure to refer students to their assigned Resident Assistant or Residence Life Coordinator Kaicherise Alexander.

### **Welcome Days**

Each year, the Honors College invites incoming students are invited to participate in Welcome Days, a multi-day, early arrival experience full of academic and social programs. The Honors College Induction Ceremony and Summer Reading program are a part of Welcome Days. Encourage your mentees to attend Welcome Days to help them get connected to the Honors College early in their experience.



## **Welcome from the HC Ally Executive Board**

Congratulations on being selected as an HC Ally Mentor!

As an HC Ally Mentor, your responsibilities begin with the primary goal of HC Ally, to provide the Honors College first years with help and guidance in areas ranging from academics to the social experience of Rutgers. In addition, HC Ally helps build a stronger connection between the different class years of the Honors College and fosters a strong HC community. You will supplement the Resident Assistants, Mentors in Residence, and Honors College staff in pursuit of this goal. While those are all great resources for our first years, HC Ally can offer a more personalized mentor-mentee relationship. Your focus is to be more of a “friend” who is there for them while also being able to use your own specific experiences and connections to help guide them. In practice, how you do this may change throughout the year. At the beginning of the year, your priority will probably be on general advice about starting at Rutgers, such as study tips, how to network, and how to use University web applications. As the year progresses, your role will expand to introduce more specific opportunities to ensure that your mentees are taking advantage of all that is available to them. By this time, your mentor-mentee relationship may have grown in different ways, which may lead to some fun experiences. Some actual examples of expanding mentor-mentee relationships later in the year include going on a Robotics trip together, starting a Business in Healthcare club, and traveling to Nicaragua for a Global Brigades trip.

So now you might be thinking, “All this is great, but what *exactly* are my requirements?” Your specific responsibilities are outlined below.

**HC Ally Events:** HC Ally will run sponsored events throughout the year to help bring the HC Ally community together. These sponsored events are a good way to get your mentees to meet new people and engage them in other activities. HC Ally events are going to be team-oriented, involve skill-building, or include experiencing another HC program. You will be responsible for attending these events. It is important that you give every effort to be there for your mentees, as it is a really good way to build stronger connections with them during the high school to college transition.

**Club Meeting and/or External Event:** Attend a club meeting or a non-HC Ally event with at least one of your mentees to show them opportunities outside of the Honors College. You share similar interests with your mentees, and therefore, it may be beneficial to guide them to a related opportunity.

**Mentor Workshops:** Mentor Workshops are monthly meetings for mentors only and are geared towards developing your mentoring skills and abilities. These workshops ensure that you are also growing and improving with the HC Ally experience along with your mentees. You are required to go to at least three Mentor Workshops per year.

**Mentee Meetings:** Mentee Meetings are meetings/hangouts that you organize with at least one of your mentees. The goal of these meetings is to provide advice to your mentees and spend informal time together.

**Progress Sheets:** Progress sheets are your opportunity to reflect on your mentoring experience in the past month, how you can improve, and how you hope to connect with your mentees. They may also include specific questions that you have about your own mentoring style and how you can best continue your mentoring relationship.

**Team Mentor Meetings:** As a First Year Mentor, you should be meeting with your Senior Mentor at least once a month. For more in depth information about the Senior Mentor's role in your experience, refer to the "Senior Mentors" section of the manual. Since your Senior Mentors will be reviewing your progress sheets, these meetings will be the way for you to connect with your Senior Mentor and learn from their experience as a mentor.

**Representing the HC Community:** Remember, as an HC Ally First Year Mentor, you are looked upon as an Honors College leader. In this role, you will serve as a representative of the University by engaging with fellow Honors College members, student leaders, supervisors, faculty/staff, students, and University partners in a respectable and appropriate manner both in person and on social media.

Most of those responsibilities factor into your HC Ally Points! While HC Ally should not be an overwhelming time commitment, we understand that you take your position seriously, and the point system is in place to help you track your progress through the program as well as track your requirements to fulfill your duties as a HC Ally mentor. You will be required to earn 30 points to complete the program and redeem your HC Serves hours.

*Note: 2 HC Ally points equate to 1 service hour. The chart below outlines the amount of points each task can give you.*

### **HC Ally Points Distribution**

<b>Activity</b>	<b>Description</b>	<b>Points</b>	<b>How to Get Points</b>
HC Ally Events	Attend events sponsored by HC Ally with at least half of your mentee group	4 points each - Sign in at our events (attend at least 1 in fall, 1 in spring)	Sign in you and your group - you'll find an E-Board member with a laptop
Mentor Workshops	Attend mentor-only workshops to develop your mentoring/leadership skills	3 points each - Sign in at the workshop (attend at least 3)	Sign in with a E-Board member
Club Meeting/ RU Event	Attend a Rutgers event or club meeting with at least one of your mentees	2 points each - Fill a form and send a pic (more details to follow) (maximum of 5)	Form is available to you on HC Ally's webpage on the Honors College site*
Mentee Meetups	Meet up with at least one of your mentees for 30 minutes	1 point each - Fill a form and send a pic (more details to follow) (maximum of 15)	Form is available to you on HC Ally's webpage on the Honors College site*
Progress Sheets	Monthly reflection of your mentoring experience, how to improve yourself, and questions you have for your Senior Mentor	1 point each - Submit form to Senior Mentor (total of 5)	Form is available to you on HC Ally's webpage on the Honors College site*

## **HC Ally Contact List**

<b>Executive Board</b>				<b>Major</b>
Sujaan	Sanghvi	President	sujaan.sanghvi@rutgers.edu	Finance
Rahul	Boppana	Vice President of Event Planning	rahul.boppana@rutgers.edu	CompE / CompSci
Maggy	Fread	Vice President of Marketing & Admissions	maggbread@gmail.com	Social Work
Eshan	Kaul	Vice President of Strategic Long-Term Planning & Community Development	ek571@scarletmail.rutgers.edu	Biology, 7-year med
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## **Role of the Senior Mentor**

To help guide you on your journey as First Year Mentors (FYMs), HC Ally has introduced Senior Mentors. Senior Mentors are students who have already been a FYM for one year and will serve as a resource for you as you learn how to be an exceptional mentor. Since your Senior Mentor has already been in your shoes and gone through this process, they can serve as an invaluable resource to you. However, Senior Mentors are more than just a mentoring asset; they are here to help you build Honors College community among you, your mentee group, and your fellow mentors.

***"A mentor can be an invaluable guide and source of counsel, but the greatest benefit you can find in a mentor is friendship" - Eshan Kaul, HC Ally VP of Strategic Long-Term Planning & Community Development***

Your interactions with Senior Mentors will be facilitated in three major ways:

**Mentor Team Meetings:** You are required to meet with your Senior Mentors at least once a month. Here you can discuss your mentee relationship, tips and tricks, and how to adjust your mentoring style as the year progresses. Examples of questions might include how to reach out to an unresponsive mentee, how to deal with unfamiliar questions, and more. However, please note that these meetups are not structured by HC Ally; you can meet up over Skype, at Brower, or even over coffee at Hidden Grounds. As these meetings are informal, we encourage you to use this time to also get to know your Senior Mentor a little better, and perhaps even make connections with the other mentors in your mentoring group if possible.

**Progress Sheet:** Every month, FYMs are required to fill out progress sheets to self-reflect and assess their own progress as Mentors. Your Senior Mentor will look over these and may use these to help give you guidance and mentoring advice.

**HC Ally Sponsored Events:** HC Ally will host sponsored events throughout the year, and your Senior Mentors may show up to enjoy with you and your mentees. Introduce your mentees to your Senior Mentor and embrace the HC family.

The Senior Mentors Initiative is a pilot program this year, so please note that the Senior Mentor's role may change as the year progresses. As with everything else, we are always open to feedback and suggestions on how you think the Senior Mentors Initiative can be the best it can be.

## **Mentoring Tips & Tricks**

Before starting your tenure as HC Ally Mentor, reflect on a mentoring relationship you have been involved in when you were the mentee. What worked in this relationship? What did not work in the relationship? How might your experience affect the way in which you mentor? Specify characteristics from your relationship before creating your own approach.

### **General Mentoring Tips**

- Be knowledgeable about the Honors College and Rutgers resources, including appropriate contacts for obtaining Academic Advising, Learning Centers, Writing Center, Career Services, etc.
- Provide referrals to the appropriate Honors College staff member and/or University department
- Serve as a role model, help students understand the expectations of college level work, and how you adjusted to it
- Encourage an environment where all students, regardless of race, religion, ability, gender or sexual orientation can learn and be engaged in the life of the University
- Help to plan and participate in educational activities for students, both on and off campus
- Help students with organizational skills, priority making, and time/task management

### **Components of Mentor Relationship Development**

Here are five things to keep in mind when you are working with your mentee. These all relate to your mentees' stage of educational development, and how they are thinking about their relationship with you as their HC Ally Mentor.

- **Focus (skills/practical vs conceptual):** Determine when the situation calls for your mentee to learn from you in a practical, skill-based setting (i.e. how to join a specific club) or a more conceptual setting (trying to decide on a major). Make sure to adjust your mentoring style accordingly in these situations.
- **Time frame (short vs long term planning):** Sometimes, your mentee will be interested in a long-term relationship with you and will be asking for your feedback and guidance all year long. Other times, your mentee may be simply asking you for something one time and will no longer need your support. Balance your responsibilities accordingly, though you do need to make sure that you reach out to your mentees on a regular basis throughout the entire year.
- **Role (feedback vs consultant):** Sometimes, your mentees do not need specific feedback or advice from you, but they are looking for someone to help them process, discuss, and dig deeper into their decision making processes. Try to gauge whether it's better to provide concrete advice or to help them make their own decisions, and come up with your own style.
- **Source of Direction (mentor vs mentee):** As mentioned in the time frame point, your mentees will not always be the ones approaching you. Sometimes, you will need to do the approaching! Keep this in mind and recognize that you may not always be needed as a mentor.
- **Tailoring Approach (dependent vs independent):** Overall, tailoring your approach is key. All of these points lead to the fact that there is no one singular mentoring strategy that will lead to success. Be aware of your students' needs and their levels of development before making assumptions! Being in a mentoring relationship is a learning process for everyone, and there are ups and downs over time, so be flexible and patient as you develop your relationships!



## 5 Steps to Effective Listening

1. *Ask open-ended questions.* Some questions encourage information sharing and new ideas, while questions encouraging “yes” or “no” answers keep communication short, narrow, and controlled. Avoid questions that imply criticism.

- Which of the following questions encourage a positive response? What are some other approaches you have found useful or not useful?
  - How do you feel about.....?
  - Why can't you.....?
  - Why did you.....?
  - What if we.....?
  - What is the worst that could happen if . . . ?

2. *Give your full attention to the communication.* Deal with distractions before you begin, or postpone the discussion until the distractions are taken care of. What are some things that might prevent you from being “present” during a discussion? How can you keep these distractions from interfering?

3. *Demonstrate your attention.* Feedback assures others that you are listening to them. Here are some ways you can show you're listening.

- Verbal responses, such as “I see.”
- Eye contact
- Nodding when appropriate.
- Not speaking when the other person is.
- Reflecting or empathizing with a statement by saying something such as “It sounds like you're worried.” By reflecting a feeling back to the student, you can often validate him or her and encourage him or her to think and talk about her responses to different situations.

4. *Restate important points.* Reassure yourself and the other person that you got it right:

- “So you're saying that.....?”
- “Let me make sure I understand.”

5. *Respond with your own reactions.* Let the person know what effect their communication has had and will have on you.

- Avoid judging other persons. If feedback is necessary, discuss their actions, not their personalities, moods, profession, race, gender, or other personal matters.
- State your conclusions or course of action. And make sure you follow up with the student to show that you care about him or her! In MOST cases, however, you should not tell a student what to do, unless it is very clear (like don't steal from your roommate). You should create a sense of options and let your mentee make his or her own decisions.

## Planning an Effective Meeting

### **The First Meeting:**

The first meeting is arguably one of the most important moments in developing a strong mentor-mentee relationship. These tips are designed to help you make the most of your first in-person meeting with your mentees.

### **Before the Meeting:**

- *Consider what kind of mentoring relationship you would like to have.* Would you rather it be more of an informal, emotionally driven relationship, or perhaps you would prefer your mentees to come prepared and organized with questions when they contact you to ensure skill development? Settle on what kind of relationship you think works with your strengths, so you can provide the most for your mentees.
- *Brainstorm topics you would like to address.* What did you wish someone told you when you first entered Rutgers? What are the most important things to convey to your mentees? What should your mentees know about you? Potential things to talk about might include extracurriculars, academics, your journey to college, favorites (class, movies, experiences, etc).
- *Organize your thoughts.* Make sure your mentees can follow along with your thoughts and retain the information. While HC Ally provides icebreakers for you to utilize, we highly encourage that you come up with an individualized approach to getting to know your mentees

### **During the Meeting:**

- *Relax.* It may seem daunting or nerve-wracking to make sure meeting your mentees goes as perfect as possible, but remember to relax. Be honest about who you are, including your strengths and limitations. Just be yourself.
- *Bring up planned topics.* As a mentor, you want your mentees to understand you and relate to you. It's easy to find a connection or common ground between you and your mentees if you are prepared to bring up topics you may have in common.
- *Define the mentoring relationship.* Setting guidelines may seem counterintuitive to become friends with your mentees, but it will help to establish an idea of how you and the entire group can benefit one another and get the most out of your experience in the program.
- *Listen to your mentees.* Don't get too caught up in your own agenda. What do your mentees want to learn? What do they want out of this relationship? Remember that every mentee is different, so think about how you can tailor your skill-set and experiences to specifically your mentee.
- *Keep mental notes of milestones or accomplishments that mentees share.* Example: maybe their birthday is coming up or they have a favorite cereal at Brower. These can help with later encounters and touching on them shows your mentees that you care.
- *Help uncover your mentees' strengths.* Who is your mentee? What are their personality traits? How can Rutgers help them become the best they can be?
- *Suggest ways to get involved.* Perhaps you think your mentee should check out the Rutgers Club, or you really think they'd fit in with you on the Ultimate Frisbee team.
- *Tell your story.* Consider telling an interesting story about a challenge you faced in college and how you overcame it. Let the mentee know that people don't enter college perfect, but there is always room for growth.
- *Talk about a past mentor experience.* This allows you to show the mentee the usefulness of having a mentor and encourage them to utilize you at a higher rate.

- *Come up with a communication plan.* Establish the best means of communication between mentors and mentees, whether it's e-mail, text, phone, or how often and where to meet.
- *Be positive.* Your mentees may not know the ins and outs of Rutgers yet and may have some very misguided thoughts and assertions. Try to steer them in the right direction in a motivating manner, to ensure they feel comfortable sharing their thoughts, opinions and questions around you. Doing so is imperative to making sure your mentees are open to reaching out to you in the future with questions
- *Discuss and set goals.* What do your mentees want to achieve? Encourage your mentees to pursue their interests. Is there an HC initiative or club you think they'd enjoy?
- *Bring up first-year student needs.* Don't forget to remind your mentees of all the basic stuff every first-year student should know at the beginning of the year. HC Ally will provide you with a quick list before the Ice Cream Social, but you should add your own touches in there.
  - For example, explain the busing system (maybe give them a hand-drawn map), share your opinions and experiences of the campus dining halls, describe add/drop, etc.
- *Encourage your mentees to make friends.* You don't have to ask them "what new friends have you made today?" but instead encourage them to talk to new people, hang out in the lounges, and go to events.
- *Learn the art of referral.* Talk to your mentees about their classes, give them study tips for the semester, and share tips on how you have been successful in your classes. While we support mentors giving general advice about the academic experience, please remember that you are not a trained and verified source on this topic and you should always refer your mentees to their assigned academic adviser.

#### **After the meeting:**

- *Make connections.* No single mentor knows everything about Rutgers. Do you have any friends or connections who could help your mentee out? Reach out and try and connect your mentee to the best resources.
- *Send a follow up.* Text or message your mentee to reflect on your conversations during your meeting. Take this time to remind your mentees of opportunities you think they'd be interested in.
- *Utilize your HC Ally resources.* Other HC Ally mentors are available to your mentees, including a large group of First-Year Mentors, Senior Mentors, and E-Board members. HC Ally is composed of students with vastly different experiences and connections. One of your goals as a mentor could be to introduce each of your mentees to at least two other mentors or E-Board members by the end of their first semester.
- *Remember to keep reaching out.* Reach out to your mentees a few times over the next few days to weeks. It will take them time to feel comfortable to reach out to you personally, so you want to make sure you remind them of your presence.