



Mentorship Program Instruction, Dr. Peter Thomas Veterans Services Center

1. Contact Information

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2. Background

2.1 The mission of the Veterans Services Center (VSC) is to provide a welcoming and informative environment where veteran students and dependents receive support for funding their education and adjusting to student and civilian life. A mentorship program is one way to assist veteran students to adjust to civilian life and prepare for a civilian career.

2.2 VSC mentorship is an intentional relationship where a person with experience and wisdom (the “mentor”) invests in a veteran student (“mentee”) to promote professional and personal growth in the mentee. Mentorship promotes professional development through intentional and regular communication, advice, guidance, and care.

3. Process

3.1 Applications will be completed by mentors and mentees interested in participating in the program. Mentees will be matched with a mentor with experience in their desired profession. Effective mentoring establishes an ongoing relationship that focuses on the unique needs and goals of the mentee. The VSC will ensure the relationship suits both mentor and mentee through routine follow-up. Problems and concerns will be communicated to the VSC. Feedback and surveys will provide the metrics that will be utilized by the director to improve the program and ensure value is being added to the mentee.

4. Objectives

4.1 Facilitate positive relationships among veteran students and members of the community which better equip the student to reach educational and professional goals.



5. Mentor Responsibilities

5.1 **Complete the Mentor Application and return it to the VSC.**

5.2 Once the VSC contacts the mentor with a perspective student, mentor makes initial contact with student within 72 hours of notification.

5.3 Develop a professional relationship with the student. Schedule meetings and/or communication suitable for both parties. Prepare outings and activities such as lunches, networking events, and shadow days. Facilitate opportunities for the mentee to experience new things and develop skills.

5.4 Help mentee recognize the importance of defined goals and assist in the formulation of the mentee's educational and career goals.

5.5 Share knowledge, experiences, and advice.

5.6 Focus on the unique needs of the student.

5.7 Up-channel concerns, issues, and challenges to the VSC.

5.8 Complete and return a survey upon the cessation of the relationship or upon student's graduation.

6. Student Responsibilities

6.1 **Complete the Mentee Application and return it to the VSC.**

6.2 Invest time and energy to develop a professional relationship with the mentor.

6.3 With the guidance of the mentor, establish educational and career goals.

6.4 Be open and honest; share concerns, challenges, and successes with your mentor.

6.5 Challenge yourself to try new things and be open to the advice and opportunities offered by the mentor.

6.6 Up-channel concerns, issues, and challenges to the VSC.

6.7 Complete a survey upon leaving the mentorship program.

6.8 Complete and return the 3 month post-graduation VSC follow-up.

7. VA Work Study Responsibilities

7.1 Retain all applications.

7.2 Maintain a tracking system to track all mentors, mentees, relationships, and follow-ups.

7.3 Match mentors with mentees; contact the mentor when a match is made; follow up within 72 hours to ensure the mentor contacted the mentee.

7.4 Contact each mentor and mentee at least once each term to ensure the mentor/mentee relationship is intact and issues and/or concerns are addressed.

7.5 Provide a survey to every mentor and mentee that leaves the program prior to graduation .

7.6 Track graduation dates for all mentors, and provide a survey to every mentor and mentee within three weeks of graduation.

7.7 Follow up to ensure all surveys are completed and retain completed surveys.



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7.8 Follow up with every graduate 3 months post-graduation.

7.9 Up-channel program, mentor, and mentee concerns, issues, and challenges to the director.

8. Director Responsibilities

8.1 Ensure VA work studies have an effective tracking methods.

8.2 Provide assistance and advice to mentors, mentees, and work studies.

8.3 Address all concerns and issues raised by mentors and mentees (up-channel as needed).

8.4 Recruit and equip quality mentors.

8.5 Analyze the program's effectiveness through metrics established through surveys, feedback, and post-graduation follow-up.