Summer Timeline & Communication

**Summer Timeline & Expectations**

*August 1st:* Receive mentee information in mail  
Contact as soon as possible [short window before classes start]

*August 26th:* Classes start

*August 28th:* Fall Social & Orientation Dinner ~ Meet your mentee for the first time! 😊  
4:00-6:30 PM

**Calling your Mentee**

Call as soon as you receive your mentee packet; time is limited before classes start. Your mentee will also receive a packet about you by August 1st so he/she should have information about you before you talk on the phone.

That first contact is important to your mentee who’s likely nervous about what lies ahead. If you aren’t able to reach him/her, leave a message [positive, upbeat] and follow up with an email asking about a good time to phone again and provide your contact information; It’s your responsibility to call back to connect with your mentee.

Here’s what mentees have said about how the early connections with their mentors helped them:

- “It was helpful to know someone was anticipating me.”
- “It was really helpful. My mentor told me how I should go upon registering for classes, choosing professors, and reserving my text books. It was a great relationship builder.”
- “Great! She got me a ‘college survival kit’ and we met for coffee before the August Orientation Dinner.”
- “It helped me feel more comfortable about starting my first semester away from home & with new people.”
- “Talking to my mentor online and on the phone before attending college was really helpful! On my second day up here we met and I believe we’ll have a long friendship.”

**Suggestions for the Phone Call**

When you do talk [plan for about 30-45 minutes]; be excited about his/her decision to attend CSU, the COB and participate in the Mentoring Program. Remember, this is all foreign to your mentee. S/he probably has a range of feelings about college and connecting with you so be prepared for your mentee to be: quiet, excited, nervous, talkative, hesitant, or relieved to hear from you … and anywhere in between. It’s your responsibility to lead the conversation.

**Clarify what the Mentor Program is and your role**

Your mentee has gotten information about the program but may still have different ideas about what it really is, and what your role is as their mentor. So, you want to help him/her understand: what will this look like? How does this work? Some things you could explain:

- Students aren’t lacking anything or don’t NEED help but they have the opportunity to connect with another student who’s been there and done that – the transition to college is a big one (different than HS) so the program is a way to connect with other business students your first year
- As a mentor, I’m a friend and resource to help with that because I was in your shoes a couple years ago and someone helped me/or I wish someone would’ve been there to help me my first year.
- The program is a small community (50 students) within the College and CSU – events help us connect with others in the program and provide information about academics, career information, Fort Collins, business leaders in the area, etc. Most aren’t required but they’re really helpful, and fun.
Talking Points for the Phone Conversation

Introduce yourself (your year in school, your concentration, where you’re from). It’s similar to how you get to know friends, people you work with, etc. Be kind, ask questions, share about yourself and have fun … be yourself.

• Talk about where your mentee is from, and/or high school attended. Ask questions or share things you have in common from the packet you received.
• Have you received their mentoring packet with information about me?
• How has summer gone so far? Anything that stood out or you really liked?
• Any big plans before coming to campus?
• Coming to school...
  o What are you most excited about in coming to CSU?
  o What are you most nervous about coming to CSU? How can I help with that?
  o When are you moving here? Who’s coming with you/helping you move? Any questions I can help with (parking, places to eat, staying overnight, suggestions on what to bring/not bring)?
  o What residence hall are you in? Talk about good aspects of residence hall living and sometimes challenging things (but remember your mentee may have a different experience).
  o Ask about classes (you’ll have a copy of their schedule).
  o Ram Welcome (Aug. 22-25) give recommendations about stuff to do/not miss! A copy of the schedule will be in your packet.
• Facebook – if you’re comfortable with it, feel free to friend your mentee and communicate via FB

Before you get off the phone, remember to:

Remind your mentee about August Fall Social & Orientation Dinner Aug. 28th – looking forward to meeting!!
Share best way to reach you
Schedule another time to chat before he/she moves in, if you can

Complete & Email 1st Monthly Check-in Sheet

You’ll be emailed the Monthly Check-in Sheet the first week of August. Complete the sheet by documenting your communication with your mentee this summer, and email it before August 20th at:
katie.ditter@business.colostate.edu