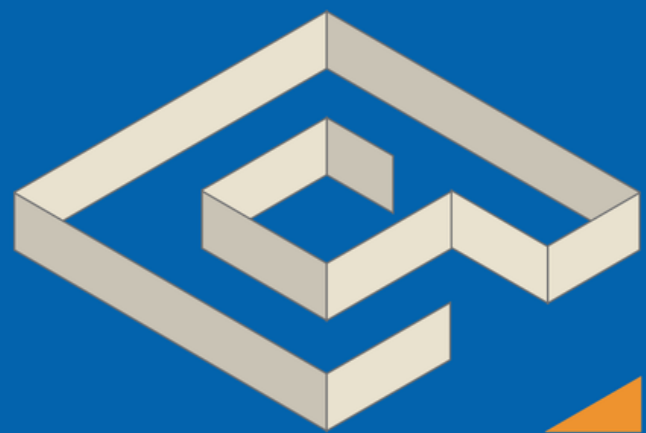
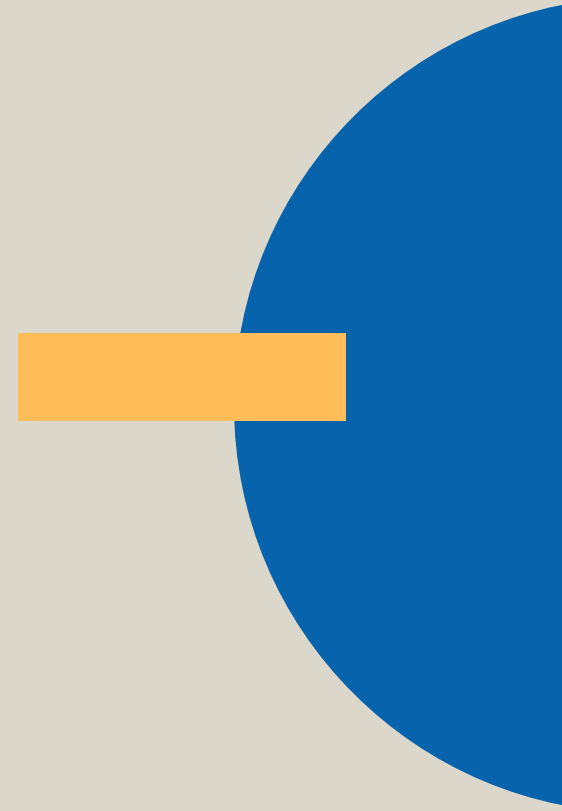


BISLA ALUMNI MENTORING GUIDELINE



B I S L A
Liberal Arts College



- TO CONNECT OUR ALUMNI WITH CURRENT STUDENTS
- CREATING MUTUALLY BENEFICIAL NETWORKS
- GIVING CURRENT STUDENTS RESOURCES ABOUT "LIFE AFTER BISLA"
- GIVING BACK TO THE BISLA COMMUNITY
- GETTING TO KNOW NEW GENERATIONS OF BISLA STUDENTS AND STAYING IN TOUCH WITH BISLA

Objectives



What we expect from you as mentors

- Inspiring
- Inspiration
- Helping to find one's own resources
- Coaching
- Skills learning
- Discussing academic topics of interest
- Advising on topics related to academic/professional life after BISLA
- Finding out the motivation of students

What we don't expect from you as mentors

- Being a psychologist
- Discussing the current life of BISLA, except when related to the future (e.g. bachelor thesis, minor, internships, etc.)
- Relationship counselling
- Problem solving for the mentee

Structure

- Alumni mentoring coordinators match mentors with mentees based on their academic interests and the preferences of mentees
- Meeting regularly with a mentee based on both parties' availability
- Agree on the way of communication (online, in person)
- The initiative to meet comes from the mentee (they are responsible for their development)
- Following suggested four phases of mentoring



PHASE 1

To complete phase 1, the mentor and mentee should achieve the following goals:

- Introduction, mentor and mentee know each other
- Mentor is aware of possible minors, work experience, internships, past or current projects, hobbies, and fields of interest of the mentee
- Mentor is aware of possible problems, hardships, or difficulties with the studying of the mentee

PHASE 2

To complete phase 2, the mentor and mentee should achieve the following goals:

- Mentor is aware of what goals would mentee like to achieve
- Mentor and mentee both understand the mentee's motivation behind the goals (a crucial aspect of mentoring, if the understanding of the motivation is lacking, it may be possible that the mentee and mentor should come up with different goals)
- Goals could be topics that they would like to discuss, hard skills that they would like to learn or work and internship experience etc.





PHASE 3

To complete phase 3, the mentor and mentee should achieve the following goals:

- Mentors and mentees discussed the goals and chose which they would accomplish together first
 - Mentor and mentee accomplished the first goal
- Mutual feedback between mentee, mentor, and BISLA team on working together on the goals
 - Mentor and mentee decided to continue working together on other goals

PHASE 4

To complete phase 4, the mentor and mentee should achieve the following goals:

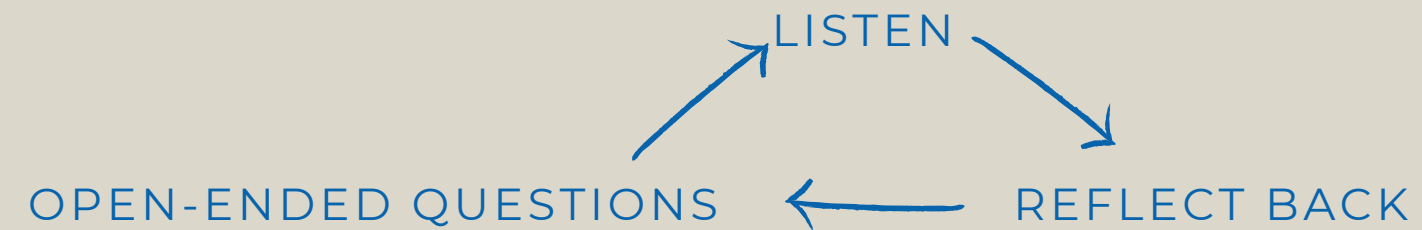
- Working together on the achievement of other goals with frequent feedback until the mentor and mentee decide to part ways

Please keep in mind that it may be possible that the mentor will not be able to help the mentee with all of their goals. In that case, it is possible to switch or find new mentors and mentees. To avoid complications and misunderstandings, pay attention to a good level of open and honest communication.

Active Listening

- ATTENTIVE, OPEN BODY LANGUAGE
- OPEN-ENDED QUESTIONS
- CLARIFYING QUESTIONS
- MIRRORING
- SILENCE
- SUMMARIZING
- REFRAMING
- REALITY TESTING

MOSHE COHEN'S COMMUNICATION TRIANGLE:



AVOID:

- Focusing on how you'll phrase your next question instead of listening
 - Fact finding / cross-examining their story
 - Problem solving or giving advice
 - Judging (the case or a party)
- Advocating for one party against another

Thank you!

We wish you a great
mentoring experience

