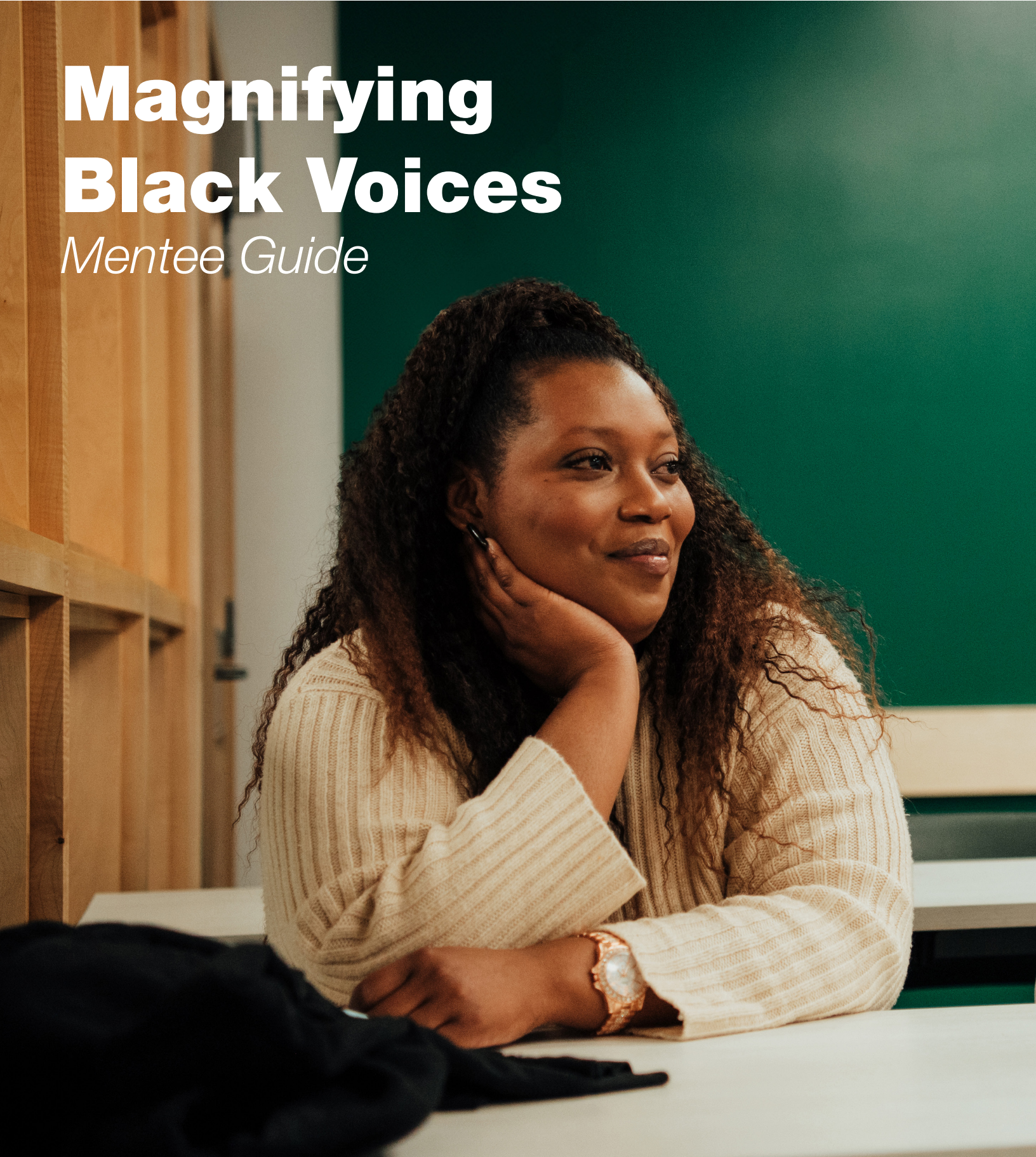


# Magnifying Black Voices

*Mentee Guide*



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# Introduction

**Congratulations on embarking on this exciting mentorship experience tailored for Black students at UNBC. This guide is designed to help you make the most of this unique opportunity.**

This pilot program is proudly funded by the **Ignite & Inspire Investment Fund** that is aimed at igniting, inspiring and leading change that aligns with the University's vision of leading a sustainable future. This program is also in alignment with UNBC's commitment to the 2021 **Scarborough Charter on Anti-black Racism and Black Inclusion In Canadian Higher Education**.

The 2021 Scarborough Charter focuses on combating anti-Black racism and promoting Black inclusion in Canadian higher education, outlining principles and actions to address systemic issues and enhance the experiences of Black individuals within academic institutions. It emphasizes the need for equity, diversity, and inclusion to create a more supportive and just educational environment. The University of Northern British Columbia was one of 46 universities and colleges that signed this charter on the 28th of November 2021.



# The Value

## Mentorship Benefits

**Guidance and Support:** Mentorship provides invaluable guidance and support, helping mentees navigate academic challenges, set goals, and make informed decisions about their educational and potentially career journey.

**Skill Development:** Mentorship supports in gaining essential skills and knowledge through a mentor's experience and expertise, fostering academic and personal growth. This transfer of skills contributes to a well-rounded education.

### **What Constitutes a Mentorship?**

**Building an Impactful Relationship:** Mentorship is about creating a friendly and trustworthy connection between you and your mentor. The ability to talk openly and respectfully allows for honest and expansive dialogue.

**Working Towards Goals:** Mentorship is focused on reaching specific goals you set for yourself. Your mentor helps you achieve these goals and develop in different areas.

## Relationship Building

Establish a relationship built on trust. Creating a successful mentoring connection involves determining the shared objectives of both you and your mentor, building trust, outlining an action plan, and maintaining regular meetings. The first few encounters play a crucial role in laying a solid groundwork for the relationship.

## What are your Commitments?

- **Clearly define your objectives for the mentorship.** Identify what you aim to achieve and communicate these goals to your mentor.
- **Be open to discussing wins and losses.** What got you to the wins and losses and what you learn from them. Also, be open to feedback.
- **Implement the advice and suggestions provided by your mentor.** Demonstrate a commitment to applying what you've learned to enhance your skills and reach your goals.
- **Be open to new perspectives and ideas.** A mentee who is receptive to diverse viewpoints can gain a broader understanding and make the most of the mentoring experience.
- **Commit to the mentoring relationship** by attending meetings regularly, actively participating, and demonstrating a genuine interest in your own growth and development.

## What are your Responsibilities?

- Attend all scheduled meetings on time.
- Maintain the privacy and confidentiality of conversations and stories.
- Provide feedback about mentorship program.
- Maintain respectable and professional communications throughout the process

## Relationship Building - Setting Goals



### Developing Goals Together

**Collaboration:** Mentor and mentee jointly identify specific, achievable goals aligned with the mentee's aspirations.

**Clarity:** Clearly define the purpose and expected outcomes, ensuring shared understanding.



### Action Plan

**Strategic Steps:** Create a step-by-step action plan outlining tasks and milestones toward goal achievement.

**Responsibilities:** Clarify mentor and mentee roles, establishing who is responsible for each task.



### Standards for Success

**Measurable Criteria:** Define measurable criteria to assess progress and success.

**Regular Assessments:** Schedule periodic assessments to track achievements and adjust the plan as needed.



**Note: Continuous communication and flexibility are key to fostering a dynamic, goal-oriented relationship.**

## **Developing Goals Together**

### **Collaboration**

Mentor and mentee jointly identify specific, achievable goals aligned with the mentee's aspirations.

## **Clarity**

**Clearly define the purpose and expected outcomes, ensuring shared understanding.**

## **Action Plan**

### **Strategic Steps**

Create a step-by-step action plan outlining tasks and milestones toward goal achievement.

## **Responsibilities**

**Clarify mentor and mentee roles, establishing who is responsible for each task.**

## **Standards for Success**

### **Measurable Criteria**

Define measurable criteria to assess progress and success.

## **Regular Assessments**

**Schedule periodic assessments to track achievements and adjust the plan as needed.**

Continuous communication and flexibility are key to fostering a dynamic, goal-oriented relationship.

# Example of an Action Plan

## Goal

To learn how to cook two meals in one month.

## Action Item

### Mentor's role

- Provide resources for recipes.
- Taste meal at the end of the month.
- Check in for progress.

### Mentee's role

- Decide on what meals to be learned.
- Use resource provided.
- Update mentee on progress.
- Practice! Practice! Practice!

### Feedback

- Mentee and mentor are to discuss how the process went. What could be done better for the next goal and what worked.

## Evaluation

Regularly provide feedback to your mentor regarding your experience. This ensures ongoing communication about your progress and satisfaction.

You can also send your feedback in confidence to the Office of Equity Affairs at [edi@unbc.ca](mailto:edi@unbc.ca).

### Sample questions for mentees to ask...

- Can you share some strategies for balancing academic/work responsibilities with personal well-being?
- How have you built a supportive network in your field or community?
- Can you provide insight into opportunities for career advancement?
- How do you handle setbacks or failures, and what have you learned from them?
- How can I effectively network and build relationships with peers, faculty, or professionals in my industry?
- What steps can I take to develop leadership skills and take on leadership roles?
- How do you maintain work-life balance and prioritize self-care in your busy schedule?

# Frequently Asked Questions

## How can I initiate communication with my mentor?

Begin with a polite email introducing yourself, expressing gratitude for the mentorship, and suggesting a suitable time for an initial meeting.

## Where should I meet my mentor?

Suggest a location that is convenient for both you and your mentor. Options include meeting at the mentor's workplace, a coffee shop, virtually via video calls, or any other mutually agreed-upon venue. Public locations are recommended.

## How often should I communicate with my mentor?

Regular check-ins are beneficial. A minimum of two meetings per month and additional communication as needed. However, tailor the frequency based on your mentor's availability and preferences.

## How long will the mentorship program last?

This mentorship program concludes at the end of 2024. If the program undergoes renewal, mentees will be required to submit new applications for mentorship opportunities.

## How do I navigate a potential conflict in the mentorship?

Address conflicts calmly and professionally. Communicate openly about your concerns, listen to your mentor's perspective, and work together to find a resolution that benefits both parties.

If conflict is not resolved after this, contact the Office of Equity Affairs for next steps.

## How can I express gratitude to my mentor?

A sincere thank-you email or a handwritten note expressing appreciation for their time, guidance, and support is a thoughtful gesture.

## Office of Equity Affairs

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