



SEIDMAN
COLLEGE OF
BUSINESS

SEIDMAN MENTORSHIP PROGRAM
HANDBOOK



The
Seidman
MentorShip
Program

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MESSAGE FROM THE CAPTAIN



“Ahoy! I'm Gerry, the captain of your MentorShip. I'm here to help navigate your crew members through the journey of mentorship. Excited to have you aboard!”

Gerry Cooke
Captain of the MentorShip

Pro Mentors are business professionals that meet with Peer Mentors.

Peer Mentors are upper level students that mentor Mentees and receive mentorship from Pro Mentors.

Mentees are first or second year students paired with Peer Mentors that are upper level students.

CREW MEMBER POSITIONS

Pro Mentors
Peer Mentors
Mentees



TERMS & CONDITIONS

MENTORSHIP

Mentees + Peer Mentors

- Navigate the university
- Access resources
- Identify interests and possible career paths

Peer Mentors + Business Mentors

- Explore and identify careers
- Help establish work-life balance
- Provide a sounding board for life's questions

COMMITMENT

- Connect with your mentor or mentee biweekly or monthly.
- Spend on average one-hour per month on the program.
- Options to communicate via text, phone, video, or in-person.

BENEFITS

- Thoughtful mentor and mentee pairing
- Support provided by the Seidman College of Business Mentorship office
- Invitations to the Seidman College of Business Mentorship networking and community events
- Satisfaction of giving back to Grand Valley State University and making a difference in a student's life





MENTORSHIP AGREEMENT

We are voluntarily entering into a mentoring partnership from which we both expect to benefit. We understand that the mentor is a volunteer who wants to help the mentee become and stay successful in school and in life. This mentor will act as an advisor, personal coach, and role model.

We want this to be a rich and rewarding experience with most of our committed time spent together in professional development activities. To this end, we have mutually agreed upon the following conditions of our relationship as outlined:

Confidentiality

Any sensitive information shared or issues identified within the partnership are to be held confidential and in confidence. Issues that are off-limits in this partnership includes:

-
-
-

SMART Goals

- What we hope to achieve...
 - To accomplish this we will...

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 - To accomplish this we will...

Frequency of Meetings

We will attempt to meet at least _____ time(s) each month. If we cannot attend a scheduled meeting, we agree to notify each other in advance. Advance means _____.

Contact Information

- Mentee: (#) _____ - _____ - _____ (E:) _____@_____ .com

- Mentor: (#) _____ - _____ - _____ (E:) _____@_____ .com

Signatures

By signing below, you acknowledge and agree to what is written above. If failure from mentee/mentor to abide by the above agreement Gerry is to be contacted to resolve.

- Mentee Signature: _____

- Mentor Signature: _____



QUESTIONS TO ASK PRO MENTORS

1. Where are you from?
2. What did you study in college?
3. What clubs were you involved in?
4. Favorite coffee to drink?
5. Hobbies - How do you spend your time outside of work?
6. Who inspired you to be a leader?
7. What was the career path that led you to your current position?
8. What challenges have you faced in your career?
9. What lessons have you learned from your successes and failures?
10. What do you do for your career growth and development?
11. Is there anything I can help you with or learn?
12. Is this where you thought your career journey would come to?
13. What was a professional obstacle and how did you overcome it?
14. Best networking tips and tricks.
15. What are you most proud of personally and professionally?
16. What professional organizations are you associated with and in what ways?
17. What organizations should I get involved in?
18. Are there topics in your role now that I should look for courses in to prepare me for a position in ____?
19. How do you balance work/life/school?
20. How do you overcome a failure?
21. What do you know now that you wish you knew when you were in my position?
22. What have you learned about managing stress and avoiding burnout?
23. What advice do you have for building strong professional relationships within the industry?
24. What advice do you have for someone who is between majors/potential career paths?
25. How do you practice lifelong learning post college?





QUESTIONS TO ASK PEER MENTORS

1. Why'd you join the Seidman Mentorship Program? What do you hope to get out of it?
2. How do you like college so far?
3. What's been the biggest adjustment you've had to make?
4. How are your classes going? Any subjects or professors you really enjoy?
5. Have you joined any clubs or organizations?
6. Where's your favorite study spot, so far?
7. What's your coffee/tea/beverage order? Have you tried anything new?
8. Are you living on campus? How has it been? Any roommate stories?
9. Have you been to a football game, yet? Or any other sport?
10. Do you like to travel? Have you thought about studying abroad?
11. Do you know how to get in touch with advising, housing, or other resources?
12. What do you know now that you wish you knew when you were a freshman/sophomore?
13. How do you manage your time effectively juggling classes, clubs, work, etc.?
14. What advice do you have for choosing a major/minor?
15. What have you learned about managing stress and avoiding burnout?
16. Outside of the mentorship program, how else have you made connections with professionals or professors?
17. Do you have any study techniques or resources you found more helpful than others?
18. How did you navigate finding a field of interest to study?
19. How have you landed past internships?
20. How did you navigate the transition from an underclassman to an upperclassman?
21. Any tips for effective note taking during classes?
22. What events have you attended that I should look forward to?
23. How do you make the most of summer break in terms of professional development and personal growth?
24. Are there any self-care activities that you do that you find helpful to relax and de-stress?
25. Are there any classes or professors you recommend taking?





QUESTIONS TO ASK PEER MENTEEES

1. What makes you, you?
2. What values drive your actions?
3. What life experiences have influenced you the most?
4. What brought you to West Michigan, Grand Valley, and Seidman College of Business?
5. What have you enjoyed the most about college? What challenges you?
6. What is your strongest attribute?
7. What unique skills and competencies do you possess? What do you want to enhance or develop?
8. What is something you want to accomplish during college, if you could do anything?
9. Are there any events you want to attend this year, outside of Grand Valley?
10. If everything could work out perfectly, what would you be doing 5/10 years from now?
11. What do you want to know about GVSU or classes that you don't want to ask a professor or advisor? - get a students perspective and experience
12. How are your roommates? - how did you meet?
13. How are you adjusting to college life so far?
14. How are you handling the academic workload and expectations of college compared to high school?
15. How have you been managing your time and staying organized with coursework, assignments, etc.?
16. What support systems or resources have you explored on campus? - tutoring, advising, etc.
17. Have you gone to any of your professors' office hours?
18. Have you met any professors in your major or are there any you'd like to meet that I could introduce you to?
19. How can I support your success here in Seidman?
20. How are you prioritizing self-care/yourself amidst your courses, job, clubs, etc.?
21. Is there an area of college life that you want to know more about?
22. Have you had the opportunity to connect with other students in your field of interest?
23. What are your short-term and long-term goals in college?
24. What steps have you taken to explore potential career paths?
25. Have you explored Grand Valley's scholarship opportunities? If not, would you like to explore that together?



HANGOUT SPOTS

Food

Main St. Pub.....	Allendale
Freddy's.....	Allendale
EL Azteca.....	Allendale
Cinco de Mayo.....	Allendale & Grand Rapids
Uccellos.....	Allendale & Grand Rapids
Morning Belle.....	Grand Rapids
Condados.....	Grand Rapids
Two Beards.....	Grand Rapids
Wicks Park Grille.....	Saugatuck

Coffee Shops

RISE Coffee.....	Grand Rapids
Midnight Express Cafe.....	Grand Rapids
The Bitter End.....	Grand Rapids - Bus Line!
Madcap Coffee.....	Grand Rapids
Starbucks.....	Grand Rapids, Allendale, Standale

Activities

Attend a GVSU Sporting Event Together!.....	Allendale
Cider Mills.....	Allendale
John Ball Park and Zoo.....	Grand Rapids
Escape Room.....	Grand Rapids
Scooter Around The City.....	Grand Rapids
Museums: Art, Public, Gerald R. Ford.....	Grand Rapids
Art Prize.....	Grand Rapids - Fall
World of Winter.....	Grand Rapids - Winter
The Economics Club of Grand Rapids.....	Grand Rapids
The Grand Rapids Chamber of Commerce.....	Grand Rapids

TOPICS TO COVER



- Create/Update LinkedIn
- Create/Update Resume
- How to Write a Cover Letter
- Elevator Pitch of Yourself
- Mock Interviews
- Academic Course Planning
- Post College Dream Board
- How to Job Hunt/Internship Hunt
- How to Budget
- Study Habits for College
- Time Management
- How to Dress to Impress
- How to Network - Make Meaningful Connections
- Books/podcasts
- Work/Life/School Balance
- GVSU and Seidman History/Fun Facts



RESOURCES

[Full A-Z Index of Resources](#)

[Academic Advising](#)

[Academic Calendar](#)

[Basic Needs Programs \(GVSU\)](#)

[Bus Schedule](#)

[Career Center \(Handshake\)](#)

[Campus Ministries](#)

[Counseling Center \(GVSU\)](#)

[LGBT Resource Center](#)

[Office of Multicultural Affairs](#)

[Recreation and Wellness](#)

[Student Academic Success Center](#)

[Tutoring and Reading Center \(GVSU\)](#)

[Women and Gender Equity Center](#)

[Writing Center](#)





LET'S WORK TOGETHER

smp@gvsu.edu

[SMP Website](#)

Mentorship Office SCB 1031

[@smp_gvsu](#)

[SMP Events Calendar](#)

