Objective: To provide ASB students with regular, one-on-one contact with an individual in the business world who can share a professional perspective. This interaction will enhance students’ business school experience by giving them first hand exposure to a practitioner in their field of interest. The purpose of the mentor is to support the student in their career planning process so they can make more fully informed pre- and postgraduate choices.
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Anisfield School of Business
Mentoring Program

Objective:
To provide ASB students with regular, one-on-one contact with an individual in the business world who can share a professional perspective. This interaction will enhance students’ business school experience by giving them first hand exposure to a practitioner in their field of interest. The purpose of the mentor is to support the student in their career planning process so they can make more fully informed pre- and postgraduate choices.

Goals:
To establish a relaxed, supportive relationship.
To provide students with a professional business perspective they may not otherwise have.
To provide students with encouragement and validation that their coursework will have relevance in the workplace.
To facilitate the exploration of future career and education possibilities.
Anisfield School of Business Mentoring Program Guidelines

The Anisfield School of Business (ASB) Mentoring Program matches business students with working professionals who have volunteered to serve as mentors. Students will be able to enrich their business school experience through regular, one-on-one interaction with a mentor practitioner in their area of interest. The student drives the mentoring process and must be an engaged and enthusiastic participant.

In order to participate in the program, the student must meet the following guidelines:

- Be accepted into ASB (at 48 credits with a minimum cumulative GPA of 2.5);
- Have at least two semesters (approx. 32 credits) remaining, in order to get the full benefit of the program;
- Complete the application and submit it along with a resume and a brief essay describing what they hope to gain from the program to the ASB Unit Office;
- Be prepared to represent the College and the Anisfield School of Business in a professional manner.

Every effort will be made to match students who wish to participate in this program with an appropriate mentor, but ASB cannot guarantee that all requests will be granted.

Questions? Call Karen Norton at x6653 or email at knorton@ramapo.edu.
Anisfield School of Business Mentoring Program Student Application

Semester: _____________________________  Date: ______________________________

Last Name: ____________________________  First: ______________________________

Student R #: __________________________

Major: _______________________________  Minor: _____________________________

Number of credits completed to date: ____________________  GPA: __________________

Home Address: _______________________________________________________________

Street _____________________________  Apt. # _____________________________

City __________________________ State __________________________ Zip _____________________________

School Address: _________________________________________________________________

____________________________________________________________

Home Phone: __________________________ School Phone: ___________________________

Cell Phone: __________________________

(Note preference as to where you should be contacted: _____________________________)

Email Address: _________________________________________________________________

Career Interests: _________________________________________________________________

Please sign below, attach the following and submit to the ASB unit office in room ASB-333:

Attachment 1. Essay describing what you hope to get out of this mentoring experience

Attachment 2. Resume

Attachment 3. Signed Agreement

SIGNATURE: ___________________________________________________________________

ASB Mentoring Program
Student Agreement

1. I understand that the ASB Mentoring Program requires a high level of responsibility, maturity, flexibility, and independence. By signing this document, I acknowledge that I am a full and proactive participant in this program and understand the responsibilities involved in a mentoring experience.

2. I understand and will abide by the rules governing student responsibility and behavior including the College's Alcohol Policy, Anti-Discrimination Policy, Sexual Harassment Policy and Code of Conduct as described in the Ramapo College Student Handbook. I have read and understand the "Prohibited Conduct" regulations described within its Code.

3. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby agree to indemnify, defend, and hold harmless Ramapo College of New Jersey and its employees, agents, officers, trustees and representatives, acting in their official and individual capacities from any and all liability, loss, damage or expense, including attorney's fees, that they, or any of them incur or sustain as a result of any claims, actions, damages, expenses, or costs, including attorney fees, which arise out of, occur during, or are in any way connected with my participation in this program.

4. This agreement is to be construed under the laws of the State of New Jersey, USA, in the courts of the State of New Jersey without regard to conflict of interest principles.

5. It is understood that if any portion of this agreement is held invalid, the balance of this agreement shall, notwithstanding, continue in full legal force and effect.

6. I shall adhere to the Academic Integrity Policy standards listed in the Ramapo College Catalog and on the website: http://www.ramapo.edu/catalog (Academic Policies link). I understand that breaches of academic integrity will be forwarded to the Academic Affairs office or the College’s judicial system as deemed appropriate.

In signing this document, I acknowledge that I have read the entire document, have had the opportunity to ask questions, understand its terms, agree to the terms stated, and have signed it knowingly and voluntarily.

Signature: ________________________________________  Date: ___________________
Mentoring Program Contact Sheet

Phone numbers and e-mail addresses:

Mentor's phone: ___________________________ Cell: _______________________________
Mentor's email: _______________________________________________________________
The best time to reach my mentor is: ______________________________________________
____________________________________________________________________________
Mentee's phone: ___________________________ Cell: _____________________________
Mentee's email: ______________________________________________________________
The best time to reach my mentee is: _____________________________________________

Meeting Places: Discuss the most convenient places to meet.

Mentee:
☐ Mentor's workplace
☐ On Campus
☐ Other (Please specify): ______________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Mentor:
☐ Mentor's workplace
☐ On Campus
☐ Other (Please specify): ______________________________________________________
____________________________________________________________________________
____________________________________________________________________________

We have decided to meet at the following locations: __________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Suggested Mentoring Goals and Activities

- Read each other’s resume
- Discuss your background and get to know each other
- Discuss your goals for the relationship
- Discuss the student’s career interest and goals
- Discuss and list student’s talents, skills, and interests
- Discuss how the mentor’s personal and professional life fit together
- Invite the mentor to attend one of the student’s major classes
- Read a book related to your field of interest and discuss
- Discuss the mentor’s educational background and the role of educational preparation in your field
- Discuss organization types and organizational culture
- Search the Internet together for job search resources and other information related to your field
- Discuss how your individual work values have impacted your career choices
- Investigate career-related student clubs
- Participate in a company tour if appropriate
- Discuss a current event or issue in your field
- Visit/discuss a variety of work environments
- Attend a professional meeting or program together
- Compile a list of contacts the student could meet within your field
- Visit The Governor William T. Cahill Center for Experiential Learning and Career Services
- Discuss the professional standards that exist in your field
- Arrange a meeting with other mentors and mentees with similar career interest
- Discuss the transition from school to work
- Go out to lunch or dinner and discuss proper business etiquette
- Critique the student’s resume, cover letter, and portfolio
- Assist the student in completing a job application
- Practice an informational interview
- Practice a job interview

Selected statements on this form were adapted from the University of Minnesota Alumni Association, Building Lifelong Connections.