

CCAD ALUMNI MENTORING GUIDEBOOK



Columbus College
of Art & Design

TABLE OF CONTENTS:

CCAD Alumni Mentoring Program: Introduction & Overview	3
Eligibility	4
Mentoring Program Session, Timeline & Application Overview	5
Role of an Alumni Mentor	6
Role of a Student Mentee	8
The First Meeting: A Guide for Alumni Mentors & Student Mentees	10
Potential Topics & Activities	12
Student Care Referral Process for Alumni Mentors	13

CCAD ALUMNI MENTORING PROGRAM: INTRODUCTION & OVERVIEW

The CCAD Alumni Mentoring Program aims to provide opportunities for students to connect with alumni for guidance in developing the skills needed to succeed in their careers. Alumni mentors can offer their perspective and knowledge on best practices to navigate a successful career path by helping students explore career options, encourage students to grow their professional networks, and provide feedback related to portfolio reviews and interview prep, among other areas.

Columbus College of Art & Design alumni have the opportunity to mentor students on a voluntary basis each academic year, starting in the fall semester and ending in the spring semester. The program is structured to be flexible and self-directed to accommodate both alumni and student schedules, and mentors and mentees do not need to be within the same geographic location in order to connect. Mentoring can be conducted in person, over the phone, or virtually. The program consists of at least one monthly contact over the length of the mentoring session, and the level of time committed is agreed upon by the individual mentor and mentee pairings.

Note: Mentorship opportunities are limited depending on the number of participating alumni and students each academic year.

ELIGIBILITY

Alumni Mentors:

- Mentors must be alumni who are graduates of CCAD to be eligible for this program
 - CCAD defines a graduate as an individual who has earned a CCAD degree
- Alumni who are interested in being mentors must [apply to be part of the program](#)
- Note: Mentors provide services to students in the CCAD Alumni Mentoring Program on a volunteer basis
- Note: Alumni who are specifically interested in mentoring graduate students should discuss mentorship opportunities with Kelly Malec-Kosak, Chair of Master of Fine Arts (kmalec-kosak@ccad.edu)

Student Mentees:

- Undergraduate students are eligible for this program once they've completed their first year
 - Note: Transfer students are not required to complete one year before being eligible
- Students who are interested in being mentees must [apply to be part of the program](#)
- Note: Graduate students should discuss mentorship opportunities with Kelly Malec-Kosak, Chair of Master of Fine Arts (kmalec-kosak@ccad.edu)

MENTORING PROGRAM SESSION, TIMELINE & APPLICATION OVERVIEW

Mentoring Program Session:

- Mentorship opportunities are available each academic year, starting in the fall semester and ending in the spring semester
- The program begins the last Monday of September and ends the second Friday of May each year

Application & Pairing Overview:

- CCAD alumni and students should submit applications using the appropriate online forms found at ccad.edu/alumni-mentoring-program
- Once applications are received, CCAD's Alumni Office will review the applications—and collaborate with department chairs and faculty members if necessary—to determine mentor and mentee pairings. These pairings will be based on student and alumni backgrounds, as well as interests shared within program applications.
 - Note: Mentorship opportunities are limited depending on the number of participating alumni and students each academic year. We will do our best to confirm pairings for all interested alumni and students, however, if we are unable to confirm a pairing for the current mentoring session, we will keep alumni and/or student information on file for the following academic year.
- Once pairings are established, the alumni mentors and student mentees will receive confirmation about their individual pairings from the Alumni Office via email.
- Mentors and mentees will then be introduced via email by the Alumni Office the last Monday of September.
- Once the program session has started, the Alumni Office will stay in contact with mentors and mentees throughout the session to gauge progress and to ensure that each mentoring relationship is a good fit.

MENTORING PROGRAM SESSION	PROGRAM TIMELINE	MENTOR & MENTEE INTRODUCTION	MENTORING PROGRAM END DATE
Fall & spring semesters	September to May	Monday, Sept. 26, 2022	Friday, May 12, 2023

End-of-Program Evaluations:

- At the end of each program session, mentors and mentees will be asked to provide feedback on the program and their experience.

ROLE OF AN ALUMNI MENTOR

Expectations for alumni mentors:

As an alumni mentor, you are expected to meet with your student mentee at least once monthly during the length of the program.

We encourage mentors to actively listen to their mentees, ask supportive questions, and provide direct and constructive feedback without offending or criticizing. We expect mentors to be responsive and to reply to mentees in a timely manner.

What is *not* expected of alumni mentors:

Mentors are *not* expected to offer job or internship opportunities, initiate all communications with their mentees, or have all the answers to questions from their mentees. Mentors are also not expected to continue the mentoring relationship after the program concludes, however, they are encouraged to continue connecting if interested.

Guidelines for a mentoring relationship:

- A professional relationship between mentors and mentees must be maintained at all times.
- If mentors and mentees meet in person, these meetings must occur in public places.
- Any form of harassment, including comments on race, color, religion, gender, sexuality, national origin, ethnicity, disability, or age will not be tolerated and will be grounds for immediate dismissal from the mentoring program.
- Mentors and mentees should be specific about what confidentiality means to them, and what they might want to remain confidential throughout the mentoring relationship.
- FERPA: If a parent, spouse, significant other, etc., should contact a mentor and request information about a mentee, do not provide them with any information. Please refer the inquiring party to Marie Morgan, Alumni Engagement Coordinator, at mmorgan@ccad.edu or 614.222.3243.

HELPFUL DO'S AND DON'TS FOR ALUMNI MENTORS

DO

- Respect the personal boundaries and time of your mentee
- Be transparent about your expectations
- Recognize and work through any conflicts with your mentee in a respectful way
- Respond to communications from your mentee in a timely manner
- Actively listen to your mentee

DON'T

- Assume that your schedule has priority over your mentee's
- Automatically give criticism or advice without offering further discussion
- Assume your advice will always be followed
- Take your mentee for granted or take advantage of your mentoring relationship

<ul style="list-style-type: none">● Offer constructive feedback when necessary● Encourage and motivate your mentee to work toward their goals● Promote independence, giving your mentee the opportunity to grow by experience● Promote a healthy work-life-balance● Maintain a professional relationship at all times	<ul style="list-style-type: none">● Discuss inappropriate subjects with your mentee (i.e., topics that are or may be considered too personal)● Take over when the mentee should be leading, or initiate all communications● Force a mentee in certain directions with their work or goals● Scold, condemn, or reprimand your mentee in any way● End the relationship on a bad note
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ROLE OF A STUDENT MENTEE

Expectations for student mentees:

As a student mentee, you are expected to meet with your alumni mentor at least once monthly during the length of the program.

We encourage mentees to discuss their interests and expectations with their mentor up front, actively ask insightful questions, and be receptive to constructive feedback provided by their mentor. We expect mentees to be the initiators of their mentoring relationship, be considerate and respectful of their mentor's time, approach the relationship with professionalism and respect, and respond to all communications in a timely manner.

Mentees should understand that their mentors are *not* expected to offer job or internship opportunities, initiate all communications, or have all the answers to their questions.

Guidelines for a mentoring relationship:

- A professional relationship between mentors and mentees must be maintained at all times.
- If mentors and mentees meet in person, these meetings must occur in public places.
- Any form of harassment, including comments on race, color, religion, gender, sexuality, national origin, ethnicity, disability, or age will not be tolerated and will be grounds for immediate dismissal from the mentoring program.
- Mentors and mentees should be specific about what confidentiality means to them, and what they might want to remain confidential throughout the mentoring relationship.

HELPFUL DO'S AND DON'TS FOR STUDENT MENTEES

DO

- Respect the personal boundaries and time of your mentor
- Be transparent about your expectations
- Take the initiative to lead the mentoring relationship
- Respond to communications from your mentor in a timely manner
- Come prepared to all scheduled meetings with your mentor
- Take responsibility for any goals established with your mentor
- Be receptive to feedback from your mentor and express appreciation to help or advice your mentor gives you

DON'T

- Assume that your mentor is always available
- Take your mentor for granted or take advantage of your mentoring relationship
- Discuss inappropriate subjects with your mentor (i.e., topics that are or may be considered too personal)
- Miss scheduled meetings with your mentor
- Ignore communications from your mentor

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- Maintain a healthy balance between your mentoring relationship and other aspects of your schooling and life
 - Maintain a professional relationship at all times

- Expect or assume that your mentor will have the answers to all of your questions
 - Expect mentors to do work for you
 - Expect mentors to offer you opportunities outside of the mentoring relationship
 - End the relationship on a bad note
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THE FIRST MEETING: A GUIDE FOR ALUMNI MENTORS & STUDENT MENTEES

We suggest beginning your mentoring relationship with a phone call, an online conversation, or in-person meeting to formally introduce yourselves and begin to build a good rapport.

Suggested student mentee tasks:

Before the first meeting:

- Prepare notes about your current studies and activities to share with your mentor. For example, it could be helpful to share information about your major(s), minor(s), current projects, activities, interests and/or recent jobs, internships, etc.
- We also suggest preparing some thoughts on your expectations for the mentoring relationship and what you'd like to focus on over the length of the program.
 - A few questions to consider:
 - "What do I want out of this mentoring relationship?"
 - "What does mentoring mean to me?"
 - "How will we provide feedback to one another and hold each other accountable throughout the program?"
- Determine any goals that you might want to achieve through the mentoring relationship.
 - A few examples of mentoring goals could include: identifying professional organizations or networking opportunities to get involved in, further developing skills for a specific industry, identifying galleries with open calls for artists, etc.
- Prepare a few questions to ask your alumni mentor about themselves and their background.
 - A few questions to consider:
 - "What did you study while at CCAD?"
 - "What have you been up to since graduating? What led you to the role you're in now?"
 - "How did your experiences at CCAD help you professionally?"

During the first meeting:

- Introduce yourself, thank your mentor for their time, then share about your background, interests, etc., and ask your mentor any questions you may have.
- Discuss expectations for the mentoring relationship, and determine when and how you'll continue to meet throughout the program.
 - Here are some questions to consider regarding a meeting schedule:
 - How often would you both like to meet?
 - What method will you use for meetings?
 - How long will each meeting last?
 - If either of you cannot make a scheduled meeting, how will you get in touch to cover what you planned to discuss and/or reschedule?
 - What will you cover in meetings?
 - How will you manage any tasks covered in meetings?

- If there are any tasks that come up during a meeting, how will you determine deadlines for completing those tasks? (i.e., if the mentor has agreed to review something for the mentee, determine when the mentor should provide feedback, etc.).
- Note: We suggest that the student mentee prepare and share agendas for each meeting to determine what will be covered to ensure that both mentees and mentors come to meetings prepared.
- Close the conversation by thanking your mentor again and a plan to schedule your next meeting.

Suggested alumni mentor tasks:

During the first meeting:

- Share information about your educational background, your path after graduating, your current role, interests, etc.
- Be prepared to share any expectations you might have for the mentoring relationship.

POTENTIAL TOPICS & ACTIVITIES

This list is provided as a reference for potential ideas regarding topics and/or activities that could be covered over the course of the program.

Note: This list is not exclusive to what you can cover during your mentoring relationship.

Topics:

- Advice and/or feedback on a specific project or body of work
- Instruction on skills related to an area of interest and expertise
- Job searching and/or networking advice
- Books, articles, podcasts, or other resources
- Advice on freelancing or starting a business
- Gallery show, exhibitions, or event information that may be beneficial to know
- Advice on submitting work for exhibitions, residencies, or awards
- Balancing work and life
- Advice on developing and/or managing websites, social media channels, and/or online shops
- Advice on writing about your work
- Finding and leveraging inspiration
- Handling setbacks or obstacles
- Industry trends

Activities:

- Portfolio reviews
- Resume or job application assistance
- Interview prep
- Attend a networking event
- Job shadowing
- Attend an art- or design-related event
- Introduce the mentee to professional contacts

STUDENT CARE REFERRAL PROCESS FOR ALUMNI MENTORS

Below are student care referral processes for alumni mentors to use regarding any student mentees who may need additional attention or support.

If you have concerns about a student mentee for any number of reasons including, but not limited to:

- Academic performance
- Unusual number of mentoring meeting absences
- Behavioral and/or well-being changes or concerns

please inform Marie Morgan, Alumni Engagement Coordinator, at mmorgan@ccad.edu or 614.222.3243. Morgan will then coordinate with appropriate CCAD staff members to address any concerns with the student.

If a student is demonstrating behavior that poses a threat to self or others, please contact CCAD Safety & Security [614.222.6165](tel:614.222.6165), and inform Marie Morgan, Alumni Engagement Coordinator, at mmorgan@ccad.edu or [614.222.3243](tel:614.222.3243). Morgan will then contact Athena Sanders, Associate Vice President for Student Affairs & Dean of Students, to address any concerns with the student.

If you receive a report of a student being a victim of a crime, including violations of CCAD's [sexual misconduct policy](#), please refer to CCAD's [Community Standards webpage](#). This page provides reporting options and reference resources for both student mentees and alumni mentors.

If a student is in immediate physical danger or has physical injuries that require immediate attention, please call CCAD Safety & Security at [614.222.6165](tel:614.222.6165) (if the student is on campus), or 911 (if the student is off campus).

If a student discloses a disability or is in need of additional learning resources, please inform Marie Morgan, Alumni Engagement Coordinator, at mmorgan@ccad.edu or [614.222.3243](tel:614.222.3243). Morgan will contact CCAD's Learning Support Office to connect with the student.

FERPA: If a parent, spouse, significant other, etc., should contact you and request information about a student mentee, do not provide them with any information. Please refer the inquiring party to Marie Morgan, Alumni Engagement Coordinator, at mmorgan@ccad.edu or [614.222.3243](tel:614.222.3243).

If you have any questions or concerns about the mentoring relationship or program at any time, please contact the Alumni Office.

Marie Morgan
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alumni@ccad.edu