

The “Cliff Notes”

Educator and Program Coordinator Mentoring Program

Michigan State University Extension

Mentor: *According to some accounts, Ulysses entrusted the care of his son, Telemachus, to a person named Mentor, during Ulysses’ many battles and travels. Mentor, a wise and moral being, had the full trust and support of Ulysses.*

Assumedly from this original arrangement, mentor has come to mean “A wise and trusted counselor and teacher.” It refers to the patterned interactions, process, and communication whereby one person acts as mentor to another.

Institute’s New Staff Mentoring Coordinator Responsibilities:

- ✓ Work with Institute Director, District Director, Supervisor and Work Team Chairs to recruit staff to serve as mentors (ongoing)
- ✓ Identify and assign selected educators or CYI Program coordinators to serve as mentors for incoming new educator and program coordinator staff. In some cases, it may be determined that a new employee will have two mentors assigned to them at which time the mentor coordinator will assist with this process.
- ✓ Assign mentors within one month of hire of new educator and/or program coordinator staff.
- ✓ Work with mentor to hold orientation session and/or review materials developed for mentors.
- ✓ Review evaluation responses for mentors and mentees and intervene when necessary

Extension Learning and Talent Development Specialist Responsibilities:

- ✓ Coordinate distribution to and collection of 2 month, 6 month and 1 year evaluation forms for mentors and mentees
- ✓ Provide assistance and guidance to Institute New Staff Mentoring Coordinators and lead regular review sessions for continuous process improvement.

Mentor Responsibilities:

- ✓ Commit to a formal mentoring relationship with identified new educator or program coordinator at least one year in length, although it could naturally last longer or end sooner depending on the goals and expectations of mentor and mentee.
- ✓ Commit to attending mentor orientation session or reviewing the mentor materials that will be provided by their Institute’s Mentor Coordinator.
- ✓ Begin the mentoring relationship within a month of the new educator’s or program coordinator’s hire date.

- ✓ Contact the mentee as soon as possible after their hire, and schedule necessary meetings. Two or more of these should be face-to-face, depending on distance.
- ✓ Review New Staff Mentoring Agreement with mentee and acquire necessary information at first gathering. Keep original and send copy of agreement to New Staff Mentoring Coordinator in your institute.
- ✓ Keep mentoring discussions confidential with the exception of issues/concerns about discrimination, harassment, inappropriate behaviors or other actions that could harm MSUE and/or our stakeholders. In situations where issues/concerns could harm MSUE, our stakeholders or staff, information will be shared with the appropriate supervisor.
- ✓ Understand that a mentors' goal is to provide support and not serve as an additional supervisor

Questions regarding the mentoring program and process may be directed to:

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