



NYU

**GRADUATE SCHOOL
OF ARTS & SCIENCE**

Graduate Mentorship Program Handbook

2018-2019

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Mission Statement

The goal of GSAS's Mentorship Program is to enhance the graduate school experience for incoming students through personal and academic development. Many of those arriving to their graduate programs often find they need a little help adapting. By taking advantage of peer-to-peer mentorship, students are preparing themselves for this transition and will become better equipped to take on their graduate studies at NYU. Those taking advantage of the mentorship program will be able to build better connections within the NYU community while enhancing their experiences in and outside of the classroom. Additionally, those who choose the role of the mentor will benefit by sharing their knowledge while developing their leadership skills.

Overview

This mentorship program is limited to incoming masters and early stage doctoral students in the Graduate School of Arts and Science. The initial step before becoming a mentor or mentee is to complete a survey. The results of the survey will determine your eligibility and who you will be paired with. The Office of Academic and Student Affairs will provide each mentor and mentee with the name and email of their partner and it will be up to them to initiate contact and remain connected throughout the year. The partnership between mentor and mentee is expected to last one academic year and afterwards mentees are encouraged to join the ranks of mentors.

Matching Process

Mentors and mentees will first be asked to fill out a short online Google survey. The survey will be made up of questions pertaining to the student's academic pursuits, expectations, and demographics. Answering all questions completely will help to facilitate the matching process. It is our hope to match each mentor/mentee with the person of the best fit; however, all is dependent on the number of people who join the program.

Expectations

Each pair is asked to meet in person at least twice during the semester and keep in contact routinely via e-mail. You are requested to keep your interactions professional as you are both representing your departments and New York University.

Availability

Mentors are requested to be available to their mentees through e-mail and have at least two in-person meetings per semester. It will be up to the discretion of the mentor on whether or not to share their phone number. Boundaries on communication should be set at the beginning. For example, there should be an understanding that email replies are not instantaneous and calling should not take place after a certain time--mentors may have children. Furthermore, if an emergency arises your mentor is not the person you should contact. (See list of resources).

Discretion

Both mentors and mentees should keep in mind that their discussions are confidential and should not be shared with others. If ever an occasion arises where neither mentor or mentee are equipped to handle an issue, the mentor should direct their mentee to the appropriate contact (See list of resources).

Role of Mentor

The role of the mentor will be to offer advice on time management, professional development and other information deemed useful for their mentee to succeed at NYU. Ideally the mentor should have an understanding of NYU's rules and procedures.

Doctoral Students can become mentors once they are at least halfway through their doctoral program. Keep in mind that it is not the mentor's role conduct job or internship searches for the mentee.

Each mentor is requested to commit to the program for a full year and if they have not yet completed their doctoral program, they may continue in the role with a new mentee the following year. As a mentor you must be prepared to meet with the mentee and answer a variety of questions over email and in person. You will be expected to answer these questions in a timely manner; however, your mentee is aware that you do have other commitments.

Role of Mentee

It is the responsibility of the mentee to take an active role in this relationship and initiate first contact with their mentor once one has been assigned. Mentees should be respectful of their mentor's time and should abide by their mentor's preferred method of contact. Keep in mind that your mentor is volunteering in their capacity. If at anytime you need immediate assistance additional guidance can be found in "List of Resources".

Mentees should be prepared to ask questions, receive feedback, and always show gratitude to their mentor. If you at anytime feel uncomfortable with your mentor you are encouraged to reach out to us at gsas.mentorship@nyu.edu.

**Completion of survey will not guarantee that one will become a mentor/mentee. Placement is reliant on participation.*

The First Meeting

The first meeting is an opportune time to become familiarized with your mentor/mentee and what they would like to achieve from the pairing. At this time you will determine your preferred avenues of future contact and set out your respective goals. The mentee should come to the initial meeting prepared with questions.

Suggested Discussion Topics

- Career development
- Hobbies and interests
- Why you chose to attend NYU
- Experiences and expectations as graduate students
- Work-Life-Student Balance

Suggested Mentoring Activities

- Discuss goals over coffee
- A tour of your favorite places in the neighborhood
- Introducing mentee to others in department or who has similarities
- Attend a departmental sponsored event

**Visit the NYU [Events Calendar](#) for more suggestions.*

Follow Up Meetings and Contact

The Office of Academic and Student Affairs (OASA) is not here to facilitate meetings between mentor and mentee. Once contact information is shared it is up to the mentor and mentee to stay in contact. If either at anytime feel that they are not benefiting from the connection, OASA will step in and terminate the partnership.

Suggested Topics for Follow Up Meetings

- Networking
- Resumes, cover letters, interviewing skills
- LinkedIn
- Decision Making Skills

**The suggested topics are meant only as a starting point*

List of Resources

<p><u>Campus Safety</u> http://www.nyu.edu/public.safety/safety</p>	<p><u>Career Services Center</u> http://www.nyu.edu/careerdevelopment</p>
<p><u>Center for Student Activities, Leadership and Service</u> http://www.osa.nyu.edu/about.php</p>	<p><u>Disability Services</u> http://www.nyu.edu/csd</p>
<p><u>Diversity @ NYU</u> For academic and research diversity, go here. For information on diversity at GSAS, go here.</p>	<p><u>Family Resources</u> http://www.nyu.edu/family.care</p>
<p><u>Graduate Student Life at the Student Resource Center</u> http://www.nyu.edu/src/grad.life</p>	<p><u>Information Technology Services</u> http://www.nyu.edu/its</p>
<p><u>Palladium Athletic Center/404 Fitness</u> www.nyu.edu/athletics</p>	<p><u>NYU Bookstores</u> http://www.bookstores.nyu.edu</p>
<p><u>NYU ID Card Services</u> http://www.nyu.edu/nyucard/about</p>	<p><u>NYU Libraries</u> http://library.nyu.edu</p>
<p><u>Office of Community Service</u> http://www.nyu.edu/civic.engagement</p>	<p><u>The Office of Lesbian, Gay, Bisexual, and Transgender Student Services</u> http://www.nyu.edu/lgbt</p>
<p><u>Spiritual Life</u> http://www.nyu.edu/spiritual.life</p>	<p><u>Student Health Center</u> <u>726 Broadway, 3rd and 4th Floors</u> <u>Telephone: (212) 443-1000</u> <u>Web: www.nyu.edu/shc</u></p>
<p><u>Student Services Center</u> http://www.nyu.edu/registrar http://www.nyu.edu/bursar http://www.nyu.edu/admissions/financial-aid-and-scholarships.html</p>	<p><u>Wellness Exchange</u> http://www.nyu.edu/999 <u>(24/7 Hotline): (212) 443-9999</u></p>

For questions or comments contact us at gsas.mentorship@nyu.edu.