



**NYU**

**GRADUATE SCHOOL  
OF ARTS & SCIENCE**

# **GSAS Mentorship Program Handbook 2021-2022**

# TABLE OF CONTENTS

<b>Mission Statement</b>	<b>2</b>
<b>Overview</b>	<b>3</b>
<b>Matching Process</b>	
<b>Expectations</b>	<b>4</b>
<b>Availability</b>	
<b>Discretion</b>	
<b>Role of Mentor</b>	<b>5</b>
<b>Role of Mentee</b>	<b>6</b>
<b>The First Meeting</b>	<b>7-8</b>
<b>Suggested Discussion Topics</b>	
<b>Suggested Mentoring Activities</b>	
<b>Follow Up Meetings and Contact</b>	
<b>Suggested Topics for Follow Up Meetings</b>	
<b>List of Resources</b>	<b>9</b>
<b>Contact Us</b>	<b>10</b>



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## MISSION STATEMENT

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The goal of the GSAS 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.

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## OVERVIEW

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The initial step before becoming a mentor or mentee is to complete an application. The survey will consist of questions pertaining to the student's academic pursuits, expectations, and demographics. Answering all questions completely will help 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. **Please note that the GSAS Mentorship Program is geared towards students who would like to expand their personal and professional network across departments. The program should not be utilized as a tutoring service for academic coursework.**

The results of the application 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 information about their respective pairing via email. Shortly thereafter, participants are expected to attend a mandatory introductory meeting virtually. The partnership between mentor and mentee is expected to last one academic year. Afterwards, mentees are encouraged to join the ranks of mentors.

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## EXPECTATIONS

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

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## AVAILABILITY

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Mentors are requested to be available to their mentees through e-mail and have at least two virtual 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).

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## DISCRETION

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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).

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## ROLE OF MENTOR

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2<sup>nd</sup> year and beyond master's and doctoral students are eligible to become mentors. Keep in mind that it is not the mentor's role to conduct job or internship searches for the mentee, nor provide tutoring services for coursework. Instead, the role of the mentor is to offer advice on career development, time management, life at NYU and New York City, and other information deemed useful for their mentee to succeed as a graduate student. The mentor should have an informative understanding of NYU's rules and procedures.

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 virtually with the mentee and answer a variety of questions over email or through video chat. You will be expected to answer these questions in a timely manner; however, your mentee is aware that you do have other commitments.

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## ROLE OF MENTEE

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1<sup>st</sup> year master's and doctoral students are eligible to become mentees. 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 any time 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 any time feel uncomfortable with your mentor you are encouraged to reach out to us at [gsas.mentorship@nyu.edu](mailto:gsas.mentorship@nyu.edu).

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

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## THE FIRST MEETING

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The first virtual 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.

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### SUGGESTED DISCUSSION TOPICS

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

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### 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

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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 any time feel that they are not benefiting from the connection, OASA will step in and terminate the partnership.

## SUGGESTED TOPICS FOR FOLLOW-UP MEETINGS

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

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

For questions or comments, please contact us at [gsas.mentorship@nyu.edu](mailto:gsas.mentorship@nyu.edu).

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# LIST OF RESOURCES

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## Campus Safety

<http://www.nyu.edu/public.safety/safety>

## Center for Student Activities, Leadership and Service

<http://www.osa.nyu.edu/about.php>

## Diversity @ NYU

<http://www.nyu.edu/diversity>.

<http://gsas.nyu.edu/page/diversity-gsas>

## Graduate Student Life at the Student Resource Center

<http://www.nyu.edu/src/grad.life>

## Palladium Athletic Center/404 Fitness

[www.nyu.edu/athletics](http://www.nyu.edu/athletics)

## NYU ID Card Services

<http://www.nyu.edu/nyucard/about>

## Office of Community Service

<http://www.nyu.edu/civic.engagement>

## Spiritual Life

<http://www.nyu.edu/spiritual.life>

## Student Services Center

<http://www.nyu.edu/registrar>

<http://www.nyu.edu/bursar>

<http://www.nyu.edu/admissions/financial-aid-and-scholarships.html>

## Career Services Center

<http://www.nyu.edu/careerdevelopment>

## Disability Services

<http://www.nyu.edu/csd>

## Family Resources

<http://www.nyu.edu/family.care>

## Information Technology Services

<http://www.nyu.edu/its>

## NYU Bookstores

<http://www.bookstores.nyu.edu>

## NYU Libraries

<http://library.nyu.edu>

## The Office of Lesbian, Gay, Bisexual, and Transgender Student Services

<http://www.nyu.edu/lgbt>

## Student Health Center

**726 Broadway, 3rd and 4th Floors**

**Telephone: (212) 443-1000**

**Web: [www.nyu.edu/shc](http://www.nyu.edu/shc)**

## Wellness Exchange

<http://www.nyu.edu/g99>

**(24/7 Hotline): (212) 443-9999**

# CONTACT US



[gsas.mentorship@nyu.edu](mailto:gsas.mentorship@nyu.edu)

The Office of Academic and Student Affairs  
6 Washington Square North, 2<sup>nd</sup> floor  
New York, NY 10003