

Faculty Mentoring  
PROGRAM

# Protégé Handbook

## Mission Statement

The *Faculty Mentoring Program (FMP)* at California State University San Marcos serves to enhance the retention and graduation rates of first-generation and economically disadvantaged college students. Research suggests that the most effective way we can achieve these goals is by reducing the social estrangement that many students who come from these backgrounds experience in the university.

“Education is all a matter of building bridges.”

~Ralph Ellison

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# About the *Faculty Mentoring Program*

## MISSION

The *Faculty Mentoring Program* at Cal State San Marcos serves to enhance the retention and graduation rates of first-generation and economically disadvantaged college students. Research suggests that the most effective way we can achieve these goals is by reducing the social estrangement, or alienation, that many students who come from these backgrounds experience in the university.

## PURPOSE

Participating faculty members volunteer to serve as mentors for students. Students are assigned to a faculty member to serve as their mentor throughout their professional development at Cal State San Marcos. The purpose of matching students with a faculty mentor is to receive guidance, encouragement and support in their career decision-making. The *Faculty Mentoring Program* aims to match students with a faculty in their discipline of study, but the match depends on the availability of faculty members in each discipline.

## RESPONSIBILITIES

In order for students and faculty in a mentor-protégé relationship to maintain an active status with the program, they are expected to fulfill their responsibilities required by the program, which are:

- to make and maintain contact throughout their membership in the *Faculty Mentoring Program*,
- to make and maintain contact with the *Faculty Mentoring Program* office

## ACTIVITIES

The *Faculty Mentoring Program* offers workshop, scholarships and social events to increase students' awareness of career and professional development opportunities. Social events are offered in hopes of decreasing the alienation students may be experiencing in the university.

## WORKSHOPS

In hopes of assisting students in their academic preparation, the *Faculty Mentoring Program* offers workshops to facilitate information that they can find useful in making decisions about their professional development.

- Career Planning Workshop: This workshop is a guide providing employment opportunities for students who wish to be employed in their field without pursuing a post-graduate degree. Questions about what kind of jobs students can do with their major are addressed at this workshop as well.

- Graduate School Panel: Faculty volunteers serve in a panel to answer students' questions about graduate school. The panel also shares their personal experiences when applying for graduate school and going through it. In this panel, the following topics are also discussed:
  - Graduate School and Financial Aid: A variety of scholarships are discussed and funding resources are offered to students seeking a post-graduate degree. A timeline is offered to students that illustrates when things should happen, as it relates to the graduate school application process for graduate school.
  - California Pre-Doctoral Program: CSUSM California Pre-Doc Program advisor is available to answer questions about the application process for this scholarship. The CA Pre-Doc program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages.
  - The Forgivable Loan/Doctoral Incentive Program: The Forgivable Loan provides financial assistance to graduate students in doctoral programs. The purpose is to increase the pool of individuals with the qualifications, motivation and skills to teach the diverse student body in the CSU by providing financial assistance to doctoral students who show promise of becoming strong candidates for CSU instructional faculty positions.

### **SCHOLARSHIPS**

At the *Faculty Mentoring Program* we also seek to increase the number of students who pursue a post-graduate degree. One way to expand post-graduate opportunities to *FMP* students is to alleviate, where and when possible, financial difficulties.

- *FMP* Post-Graduate Testing: This scholarship will pay for the registration fees for standardized tests fulfilling the admission requirements of most graduate and or professional programs. The number of students supported by the scholarship will depend on available funds. The scholarship is open ONLY to *FMP* students.
- California Pre-Doctoral Program: The CA Pre-Doc is designed to increase the pool of potential faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages.
- The Forgivable Loan/Doctoral Incentive Program: The Forgivable Loan's purpose is to increase the pool of individuals with the qualifications, motivation and skills to teach the diverse student body in the CSU by providing financial assistance to doctoral students who show promise of becoming strong candidates for CSU instructional faculty positions.

## EVENTS

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Estrangement and alienation are two feelings very common in students who are either first-generation or economically disadvantaged. The *Faculty Mentoring Program* offers social events to encourage interaction with other Protégés and faculty members volunteering their time with the program as mentors.

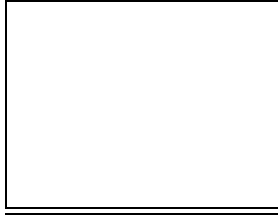
- FMP Orientation: This orientation is a mandatory meeting for all students and faculty in the program at the beginning of each semester. Important information and materials about the program are distributed. Besides informing students and faculty what the program expects of each, the orientation also brings faculty mentors and their assigned students together, some times for the first time.
- Holiday Dialogue Gathering: This social gathering is another opportunity the *Faculty Mentoring Program* offers to both the students and faculty to come together in a “non-academic” setting to interact and network with each other. The gathering is offered at the end of fall semesters.
- Year-End Awards: This event is designed ONLY for students graduating each academic year. Graduating students and their mentors are invited to celebrate the students’ accomplishment of graduation.

## Faculty Mentors

### WHAT IS A MENTOR?

Our word *mentor* comes from the Greek and means *advisor or wise friend*. In Greek mythology, Mentor was Odysseus’ trusted friend and counselor, and the person in whose care Odysseus left his household and his son Telemachus. In that capacity, Mentor became Telemachus’ teacher, advisor and surrogate father, providing the boy with guidance, support and love until his father returned.

Although the word *mentor* derives from the ancient Greek, the role of mentor is found in all cultures. Indeed, the concept of a teacher who not only informs, but who also nurtures someone into adulthood, or into the intricacies of an art, organization or society is a common theme in world literature and mythology. Unfortunately, in our own society, teachers and especially professors have come to be understood primarily as dispensers of knowledge, rather than as mentors in the full sense of the word. In recent years, research in higher education has shown that bonding with a caring person inside an educational institution is one of the most important factors in student success. As a result of such research, many colleges and universities have implemented mentoring programs as one way of encouraging mentoring relationships.



### **A Mentor Can:**

Believe in you:

- Renew your self-confidence;
- Reflect confidence in you to others;
- Assist you during a crisis or turning points.

Share your dreams and enlarge your vision:

- Believe that your dream is worthwhile;
- Help you to expand your horizons;
- Encourage you to have a “think big” perspective;
- Help you map out a plan of action;
- Help you design clear, realistic goals.

Introduce you to the educational or corporate structure, its politics and players:

- Teach you the language of the system;
- Help you become a part of the system;
- Share the philosophy and values of the system;
- Give advice on which contacts to develop and how to use them.

Provide advice, counsel and support:

- Support and encourages you
- Alert you to blind alleys
- Provide “inside information”

Give feedback on your progress:

- Provide perspective on how others see you
- Give you opportunities to take on additional responsibilities

Teach by example:

- Teach codes of behavior
- Teach the value of confidentiality

Please remember your mentor does not have all of the answers. Sometimes the best they can do is give a referral. While your mentor has many resources and vast knowledge, s/he does not possess magic answers. Although it is your responsibility to search for solutions to the problems you encounter, your mentor usually will be willing to help in that process.

## WHAT A MENTOR DOES NOT DO

1. A mentor does not provide 24 hours service.
2. A mentor does not give academic advising.

Mentors make commitments to be there for the student(s) he/she is assigned to. Student must keep in mind that there are other responsibilities in their mentors' lives besides mentoring.

A mentor does not stay with you forever. You should have many mentors during your educational stay at CSUSM. Some mentoring relationships will be life long. Others will last for only a brief time. The evolution of each relationship is different. Talk about it.

If, for whatever reason the relationship is not working out, you should discuss it with you mentor or request a new mentor through the *Faculty Mentoring Program*.

## Getting Started as a Protégé

### MAKING CONTACT

The first semester, especially the first few weeks of college, is extremely important. For that reason it is vital that you make contact with your mentor, either by phone, electronic mail or in person within two weeks after being notified who she or he will be. If s/he is not in, leave a message with a department office, including your name, phone and the best times to reach you. Also, ask for your mentor's office hours and call back then.

If within two weeks after being assigned a mentor, you have not been able to make contact, notify the *Faculty Mentoring Program* at (760) 750-4017. Leave your name, phone, and the best times to contact you. We will try to make contact with the mentor and set up a meeting.

During the course of the semester it is **mandatory** that you make contact with your mentor at least once. Contact the *Faculty Mentoring Program* is also **mandatory** at least twice during the semester.

### WHAT TO DO AS A PROTÉGÉ

- o Actively maintain contact over the phone or in some informal setting with your mentor and the *Faculty Mentoring Program*.
- o Do things with your mentor such as attending the *Faculty Mentoring Program* activities, including the Breakfast Orientation and Holiday Dialogue.
- o Re-establish contact with your mentor whenever contact is interrupted.

- Seek information, advice or assistance as needed from either your mentor or the *Faculty Mentoring Program*.

## Handling Stress

Stress is any response to an event, demand or stimulus that causes wear and tear on the body or mind.

### **WORK OFF STRESS**

If you are angry or upset, try to blow off steam physically by activities such as running, playing tennis, or gardening. Even taking a walk can help. Physical activity allows you a “fight” outlet for stress.

### **TALK OUT YOUR WORRIES**

It helps to share worries with someone you trust and respect. Sometimes another person can help you see a new side to your problem and thus, a new solution. If you find yourself becoming preoccupied with emotional problems, it might be wise to seek a professional listener, like a counselor or psychologist. You need to recognize that you are an intelligent human being who knows when to ask for assistance.

### **SOME THINGS YOU CANNOT CHANGE**

If the problem is beyond your control at this time, try your best to accept it until you can change it. This beats spinning your wheels and getting nowhere.

### **SLEEP AND REST**

Lack of sleep can lessen your ability to deal with stress by making you more irritable. Most people need at least seven to eight hours of sleep out of every twenty-four. If stress repeatedly prevents you from sleeping, you should inform a doctor.

### **BALANCE WORK AND RECREATION**

Schedule time for recreation to relax your mind. Although inactivity can cause boredom, a little loafing can ease stress.

### **DO SOMETHING FOR OTHERS**

Sometimes when you are distressed, you concentrate too much on yourself and your situation. When this happens, it is often wise to do something for someone else, and get your mind off yourself.

### **ONE THING AT A TIME**

It is defeating to tackle all your tasks at once. Instead, set some aside and work on the most urgent.



**GIVE IN ONCE IN A WHILE**

If you find the source of your stress is other people, try giving in instead of fighting and insisting you are always right. You may find that others will begin to give in, too.



**Faculty Mentoring Program Contact Information**

The Faculty Center operates the *Faculty Mentoring Program*. The Faculty Center is located in the Kellogg Library, suite 2400.

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