



**Penn Nursing**  
UNIVERSITY of PENNSYLVANIA  
SCHOOL of NURSING

## STUDENT-ALUMNI MENTORSHIP PROGRAM

### **Mentoring Best Practices**

- Discuss common goals and establish expectations
- Facilitate trust and confidence between both individuals
- Engage in self-awareness and practice vulnerability
- Actively participate in a mindful process
- Challenge assumptions, allow for flexibility, and encourage resilience
- Create a safe, respectful learning environment

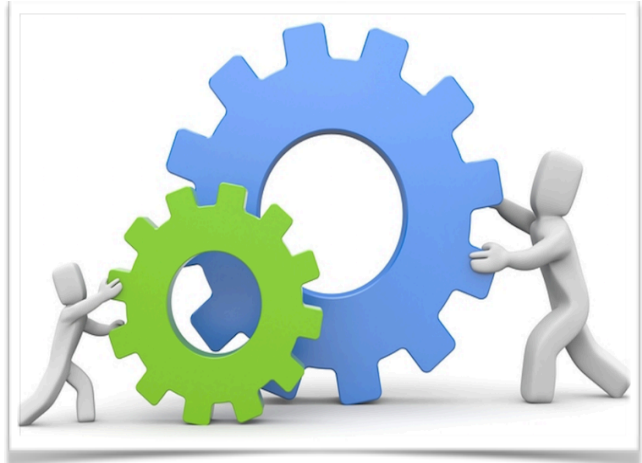
### **Contact Information**

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*This guide is intended to be a resource at initiation of and throughout participation in the mentorship program*



### **What is the Mentorship Program?**

Agreed partnership, long- or short-term, between mentor and mentee, mutually facilitating personal and professional advancement and development

### **Goals of the Mentorship Program**

- Support and enhance student and alumni engagement with the School of Nursing
- Foster a community that encourages students and/or alumni to seek guidance and support at various stages of their nursing career
- Promote academic and professional development and growth for both mentor and mentee

## Tips for Mentees

- **Commitment:** Show up on time, and always give sufficient notice if you have to miss a call. If so, reschedule as soon as you can. Dedication to the mentorship and commitment to each other will set the foundation for a fulfilling experience.
- **Be mindful:** Self-awareness and vulnerability will help in understanding your strengths and weaknesses, how you define success, and engaging others in helping you reach your goals.
- **Ask for help, communicate needs, and take initiative.** Communicate your aspirations, expectations, and what you are seeking from the relationship. Remember it's okay to respectfully ask "why" and challenge your mentor when discussing goals and ways to achieve them.
- **Take reasonable risks and step out of your comfort zone.** Good mentors will often push you in ways you wouldn't push yourself; take up the challenge and follow their advice. Sometimes doing your best, or reaching that new level of growth, means taking a risk.
- Follow up with your mentor and **provide feedback on progress** toward your goal.
- **Show appreciation and gratitude** for your mentor. A simple thank you or follow up email can show your mentor that you value their time, expertise, and dedication. As your relationship builds, show interest in them as a person - remember that mentorship is symbiotic in nature, and you also have something to offer to the mentorship.
- **Pay it forward.** As you grow, you may find yourself in a position to serve as a mentor to others.

## Tips for Mentors

- **Commitment:** Show up on time, and always give sufficient notice if you have to miss a call. If so, reschedule as soon as you can. The mentor assumes some responsibility for the mentee's growth. Dedication to the mentorship and commitment to each other sets up a relationship founded in mutual respect.
- **Be mindful:** Acknowledge your strengths and weaknesses, and how you can best use those to help your mentee without projecting bias or your own expectations.
- **Communicate:** Ask your mentee about their aspirations, expectations, and what they are looking for from the relationship.
- **Listen:** Be attuned to what your mentee communicates to you and try to understand their perspective. Stop, reflect, and assess the situation; then, guide them in their next steps and evaluate progress toward their goal. Create a safe learning environment, and know when to push your mentee beyond their comfort zone.
- **Empathy, Perspective and Tact:** Offer constructive criticism and useful feedback. Remember your role is guide your mentee, not to direct them or "take the wheel".
- **Encourage your mentee's autonomy** and empowered, informed decision-making. While your guidance plays a role in their success, your mentee should ultimately oversee their own career path.
- **Share tools & resources,** contacts, processes, etc. with your mentee to facilitate continued development, and particularly when you find yourself unable to meet their needs as they grow.

# Tips for a Successful Mentor/Mentee Relationship

Strive for Open  
Communication &  
Honesty

Get to Know  
Each Other - Offer  
Empathy & Support

Show Commitment,  
Build Trust &  
Maintain  
Accountability

Define Expectations -  
Measure Successes &  
Step Outside your  
Comfort Zone

Challenge Each  
Other - Foster  
Innovation &  
Creativity

"The level of our  
success is only limited  
by our imagination" -  
Have Fun!

Resources:

Email (PNAB/PNAB-SAC email here?) with any questions/concerns, and for feedback on the structure of the program

Webinar: “Mentoring and Coaching in Building a Successful Career”, featuring Nancy M. Valentine, PhD, MPH, RN

References – Excerpts taken from:

Business News Daily, <https://www.businessnewsdaily.com/3504-how-to-mentor.html>

MentorsU Tip Sheet, [https://bahr.stanford.edu/sites/g/files/sbiybj9881f/tip\\_sheet\\_-\\_mentees\\_pdf.pdf](https://bahr.stanford.edu/sites/g/files/sbiybj9881f/tip_sheet_-_mentees_pdf.pdf)

“5 Features of Highly Effective Mentoring Relationships”,  
<https://www.evidencebasedmentoring.org/5-features-of-highly-effective-mentoring-relationships/>