



# International Students Mentoring Programme

**Information  
for student  
mentees**



The following sources were used in the development of this guide:  
Pro- Active Mentoring Project Pack, Brunel University

This is a pilot programme funded by the Prime Minister's Initiative 2 in partnership with NASES  
[www.nases.org.uk/internationals](http://www.nases.org.uk/internationals)



Edge Hill University



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## CONTENTS

- > **SECTION 1: Guidance on mentoring** p3
  - 1.1 What is mentoring?
  - 1.2 The mentoring process
  - 1.3 Beginning the mentoring partnership
  
- > **SECTION 2: Practical information for student mentees** p5
  - 2.1 How many meetings should I have with my mentor?
  - 2.2 Where should the meetings be?
  - 2.3 How long should the meetings be?
  - 2.4 What format should the meetings be?
  - 2.5 How can my mentor help me?
  - 2.6 Limitations of the programme
  - 2.7 Your responsibilities
  
- > **SECTION 3: Additional information and resources** p8
  - 3.1 Dealing with problems and issues
  - 3.2 Other resources and networks of support
  - 3.3 Useful web-sites
  - 3.4 Contacting us

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**This is a pilot project to help international students enhance their university experience and opportunities through mentoring relationships with employers or other experienced international students.**

### > SECTION 1: Guidance on mentoring

#### 1.1 What is mentoring?

There are numerous definitions of mentoring. We have chosen the following, which we find helpful.

“Mentoring is a learning and developmental relationship between two people. It depends on essential human qualities such as commitment, authenticity, trust, integrity and honesty. It involves the skills of listening, questioning, challenge and support.”

Practical Mentoring: Grass Roots Guide to Mentoring Issues (Published by Mentfor)

#### Mentoring is...

Encouraging independence	Facilitating
Giving support	Providing advice
Building confidence	Positive guidance
Motivating the mentee	Confidential
Using knowledge	

#### Mentoring isn't...

Imposing your own model	Having power over someone
Dictating	One-sided
A way of making yourself look good	Rigid
Not justifying/explaining yourself	Imposing strategy
Imposing ideas	An imposition of your values
Working in isolation, without purpose	Counselling
Judging	

#### 1.2 The mentoring process

Both mentors and mentees have rights and responsibilities toward the mentoring relationship.



### Responsibilities of the mentor include:

> Discussing and agreeing boundaries	> Listening
> Attendance	> Being honest
> Wanting to be there	> Being realistic
> Giving constructive feedback	> Supporting the mentee
> Enabling the mentee to achieve their aims	> Respecting the confidentiality of the mentee
> Knowing when to ask for help	> Following any policies/procedures within the scheme
> Keeping promises	> Evaluating

### Responsibilities of the mentee include:

> Discussing and agreeing boundaries	> Attendance
> Respecting the mentor	> Listening
> Wanting to be there	> Being honest
> Making the most of the opportunity	> Following through on any agreed action points
> Taking part in the feedback process	> Taking part in the evaluation process

### Rights of the mentee include:

> To be valued	> To be listened to
> To be safe	> To feel comfortable within the relationship
> Not to be judged	> To have a mentor who is committed and interested in what they are doing
> To be supported	> To be respected

### Rights of the mentor include:

> To gain experience through mentoring	> To be listened to
> To feel valued	> To feel comfortable within the relationship
> Not to be relied upon	> To have a mentee who is equally committed to the mentoring relationship
> To be supported by the mentor co-ordinators	> To be respected

### 1.3 Beginning the mentoring partnership

When beginning the partnership you and your mentor should:

- > Establish expectations- you should be clear about what you want to achieve from the programme. Your mentor can only assist if they know what you want to gain from the programme
- > Establish confidentiality
- > Preferences or limits to times of calls and meetings and any other concerns are best established at the beginning of the partnership
- > A commitment to a time frame for the partnership should be set at the beginning also, with an agreement to assess at the end whether it will be beneficial to continue or end the partnership at that point

## > SECTION 2: Practical information for student mentees

### 2.1 How many meetings should I have with my mentor?

2 meetings before December 2008. However, you can meet more often if you want and even continue beyond December. The number of meetings that take place will depend on your needs.

**At your first meeting, you should aim to arrange provisional dates or particular times you can meet if this is possible. This will ensure that the momentum of the mentoring partnership is not lost.**

### 2.2 Where should the meetings be?

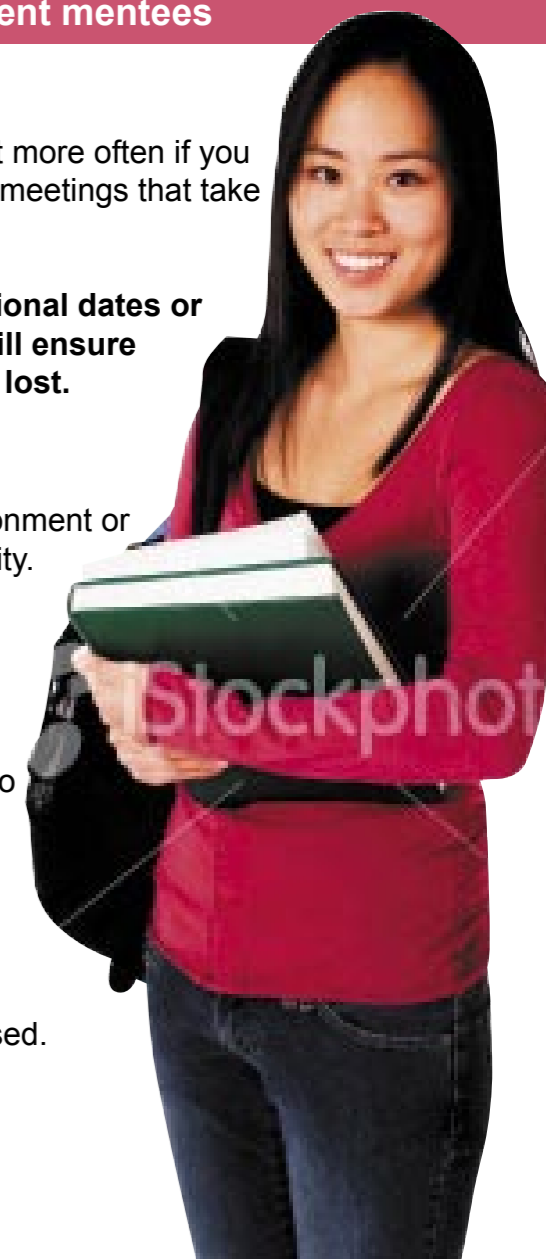
A place of mutual convenience, for example an office environment or organisation (if your mentor is an employer) or your university. Your mentor is not expected to cover travel costs that have been incurred as a result of you attending meetings.

### 2.3 How long should the meetings be?

Each meeting should be approximately 1 hour, but it will also depend on what you and your mentor have planned for the session.

### 2.4 What format should the meetings be?

You should meet with your mentor face-to-face, although in addition to this, e-mail and telephone discussions can be used.



## 2.5 How can my mentor help me?

This will depend on your personal goals and objectives and your mentor's background and areas of expertise. Below are a number of suggested topics for discussion with your mentor. Mentors and mentees are not expected to cover all of these topics and not all topics will be applicable to all mentors.

### Development of personal skills

- > Improving self- confidence
- > Developing communication skills (oral and written)
- > Time management
- > Leadership skills
- > Teamwork
- > Flexibility/adaptability
- > Commercial awareness
- > Problem solving
- > Interpersonal skills

Look at ways you can develop some of these skills such as:

- Mock interviews
- Delivering a presentation
- Group discussions, meetings, or events you can take part in
- Exercises or tasks

### Job application and recruitment process

- > Improvement of CV and written job application forms
- > Developing interview techniques e.g. through mock interviews or looking at common interview questions
- > Benefiting from the mentor's experience of applying for jobs and going through interviews



### Self- reflection and awareness

- > Review your strengths and achievements to date
- > Identify skills areas that you need to develop
- > Review learning gained so far from studies and/or work experience- what worked well, what did not work well

### Acquisition of knowledge and job opportunities

- > Learn which skills, qualities and experiences are required for success in a specific career
- > Find out about job and work experience opportunities within mentor's organisation (if mentor is an employer)
- > Gathering information on careers/jobs that are of interest (paper and web-based)
- > If your mentor is an International student, you could gain an insight into their experiences of applying for jobs/working part-time
- > Tips on how to find part-time employment

### Experience & observation of work activities (if your mentor is an employer)

- > Tour around their place of work or work shadowing mentor/their colleagues
- > Tour around other places of work

### Increasing access to contacts, networks and information sources

- > Develop specific contacts through mentor
- > Learn about general techniques for expanding networks of contacts

## 2.6 Limitations of the programme

- > Please note for legal reasons you cannot discuss work permits and immigration issues with your mentor. If this is a concern you must contact your University International Student Office/Adviser.
- > You can discuss generally ways of getting work experience; **however there is no guarantee your mentor will be able to offer formal work experience, a placement or employment.**

## 2.7 Your responsibilities

- > Check your e-mails and phone messages regularly. Make sure you return phone calls and reply to e-mails. Be professional. Not returning messages could create a negative impression with your mentor.
- > Always make sure you give your mentor plenty of notice if you want to arrange a meeting.
- > Make sure you have the correct information on when and where your meetings will take place and ensure you arrive on time!
- > If you cannot make a meeting, please let your mentor or the Programme Officer know.
- > Make sure you inform your mentor if you have any deadlines/exams when you cannot meet them.

> SECTION 3: Additional information and resources

3.1 Dealing with problems and issues

ISSUES OR PROBLEMS THAT MAY OCCUR	SUGGESTED SOLUTIONS
You don't "get on"	- If you really cannot make progress, contact the Mentoring Programme Officer about discontinuing or changing mentor
Lack of trust	- Talk to your mentor and try to work out where there is a problem - Talk to the Mentoring Programme Officer
Different expectations of each other	- Go back to the drawing board and agree your joint objectives
Your mentor can't meet your objectives	- Are your objectives reasonable? - Can anyone else in their organisation/institution assist? - Can they be met by some other means? - Be aware of the limitations of your mentor's role
Loss of opportunity for either you or your mentor to continue (due to a change in mentor's role/employer or personal circumstances for both)	- Contact the Mentoring Programme Officer as soon as possible
Clash of activities and timetable	- Rearrange the mentoring session - Extend the time between meetings - Meet outside working/lecture hours
Mentor does not make contact or you cannot get hold of mentor	- Mentor may be away or a problem may have arisen - If you are not able to establish contact by e-mail or phone, inform the Mentoring Programme Officer
Mentor unreliable and does not show commitment or interest	- Talk to Mentoring Programme Officer
Raising issues of a confidential and sensitive nature (for example declaring a disability)	- Refer to an appropriate service at your University - Speak to the Mentoring Programme Officer or member of the Team at your university

3.2 Other resources and networks of support

It is important to remember that mentors are not expected to deal with every query, and in fact with some queries or issues raised, it may be more appropriate to refer to other sources of support within your University. Below is a list of other services available to support you.

- > A member of the Project Team at your University
- > Your own University Careers Service, where a wide range of information and other support and advice is available. You can access information on vacancies, work experience, working abroad and particular sectors.

**University of Liverpool Careers & Employability Service [www.liv.ac.uk/careers](http://www.liv.ac.uk/careers)**  
**Liverpool Hope University Career Development [www.hope.ac.uk/careers](http://www.hope.ac.uk/careers)**  
**Edge Hill University Careers Centre [www.edgehill.ac.uk/careers](http://www.edgehill.ac.uk/careers)**

- > University Disability Advisers
- > International Students Office and Advisor at your university
- > Personal tutors (for academic problems)
- > Student Welfare & Counselling Services



### 3.3 Useful web-sites

#### **National Association of Student Employment Services (NASES) [www.nases.org.uk/internationals](http://www.nases.org.uk/internationals)**

NASES is the professional representative body for practitioners from all styles of Student Employment Services, including those in students' unions, careers and personnel offices.

#### **UK Council for International Student Affairs (UKCISA) [www.ukcisa.org.uk](http://www.ukcisa.org.uk)**

UKCISA is the UK's national advisory body serving the interests of international students and those who work with them.

#### **British Council**

#### **[www.britishcouncil.org](http://www.britishcouncil.org)**

British Council connects people with learning opportunities and creative ideas from the UK to build lasting relationships around the world.

### 3.4 Contacting us

If you have any queries or concerns during the course of the Programme, please do not hesitate to contact:

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Other contacts on the Project Team:

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