



Asian American Students in Action (AASIA)

Mentoring Guide

Mission

AASIA Mentoring is designed to assist Asian and Pacific Islander American (APIA) students who are new to University Park with their adjustment. In AASIA, first-year, transfer, or change-of-assignment students are provided with upper-class mentors who are high-achieving and actively engaged. AASIA strives to cultivate meaningful mentoring relationships that foster the holistic development of our participants.

Core Values

- We believe in serving the needs of the APIA population that are overlooked by many traditional institutional programs and services as a result of being labeled the “model minority.”
- We embrace the cultural diversity within the APIA community. In recruiting students and developing programs, we strive to include all subgroups who identify as APIA.
- We believe the social, intellectual, emotional development of APIA students is of equal importance to the pursuit of academic excellence. The individual attention provided by the mentors is critical in meeting these developmental needs.
- We believe in the importance of promoting a culture of mentoring in the entire APIA community. The benefits that APIA students reap from positive mentoring relationships will motivate them to seek out mentoring relationships with others as they move beyond the University.

AASIA Roles and Responsibilities

Mentee Responsibilities

- Meeting your mentor on a weekly basis
- Discussing grades and classes with your mentor, so that he or she can assist you in achieving academic success.
- Keeping appointments that you and your mentor agree on
- Attending AASIA program events throughout the year
- Meeting with coordinators on a regular basis

Mentor Responsibilities

AASIA mentors serve as resources and support for incoming APIA students. Specifically, mentors have the following responsibilities:

- Maintaining weekly contact with mentees through face-to-face interactions, phone calls, e-mails, and text messages
- Discussing grades and classes with mentees to assist them in achieving academic success.
- Participating in program events
- Empowering mentees to get involved
- Monitoring and supporting the progress of their mentees
- Meeting with coordinators on a regular basis

Coordinator Responsibilities

AASIA coordinators work directly with the program advisors to monitor the overall success of the program. The coordinators have the following responsibilities:

- Recruiting, selecting, and training mentors
- Monitoring the mentor and mentee relationships
- Meeting regularly with mentors and mentees to provide training or to address any problems
- Evaluating the mentors' performances
- Planning and coordinating social and educational events

Coordinator positions will be filled as needed.

Getting Started with AASIA

AASIA holds several events throughout the year for mentees to meet one another and for mentors to engage in activities with their mentees. The matching of mentors and mentees will take place in the first two weeks of the fall semester. The very first event will be a social event in which the mentees will have the opportunity to interact with all the mentors. After the event all mentees will be asked to select the three mentors with whom they would prefer to be matched. Within a few days, the coordinators and the AASIA program advisors will match mentors with

mentees and notify all participants with whom they have been matched. At that point, the mentoring relationships are ready to be developed.

General Guidelines

Mentors are expected to assist mentees with both curricular and extracurricular issues, since both will influence the academic performance of the students. A proactive approach that helps mentees to recognize the importance of taking preventive actions to achieve academic success is recommended. The following may be helpful to mentors in getting started.

1. Early intervention is essential. Deal immediately with important issues that will impact student success at the University, for example:
 - Course load (total number of credits)
 - Amount of time devoted to studying
 - Place where student studies
 - Using the library
 - Ability to make friends
 - Purchase of textbooks
 - Forming study groups
 - Positive interactions with professors
 - Using free tutoring and other services provided by Penn State Learning
2. The more personalized and frequent the interaction, the more positive the outcome will be, for example:
 - Meeting face-to-face once a week is more effective than a phone call once a week
3. When assisting college students to achieve their academic potential, “No News” is probably not “Good News”

Your Role as an AASIA mentor

Once you have been matched with your mentee, it is time to begin to establish the mentoring relationship. Your mentee will be looking to you for knowledge, wisdom, and feedback. Be honest and realistic. The following are suggestions to guide you:

- Try to include the mentee in as many activities that you enjoy as possible.
- The relationship should be a personal time commitment, but should not involve loaning funds, cars, or other personal things.
- Do as much as possible to inform the mentee about services available to them on campus.

- If you and your mentee cannot resolve problems that develop in your relationship, contact your coordinator as soon as possible.
- Discuss the mentee's interests and goals.
- Tell the student about your background and interests.
- Talk about the field in which the mentee is interested.
- Attend a recreational, multicultural, educational or sporting event on campus.
- Grab a cup of coffee together.
- Listen; let the mentee "talk out" situations.
- Discuss the mentee's semester and courses.

Campus Resources for Mentors

Penn State Learning

The Penn State Learning Web site outlines the campus locations and services offered including tutoring and study groups for several popular courses and writing, math, and language tutors. The Web site also includes study tips and more which provides information about note taking, reading comprehension, test taking and anxiety, and time management.

<http://pennstatelearning.psu.edu/>

Information Technology Services

This Web site provides students with information regarding access accounts, ANGEL, computer labs, Internet access, printing, support and many other technology-related issues.

<http://its.psu.edu/students/>

Student Affairs Resources

This Web site is a great place to locate information about: the Center for Women Students, the Center for Ethics and Religious Affairs, the Paul Robeson Cultural Center, the LGBTQA Student Resource Center, University Health Services, Residential Life, and other offices run by the Division of Student Affairs.

<http://studentaffairs.psu.edu/>

Student Activities Organization List

This is a comprehensive list of student organizations on campus. The list can be sorted based on a variety of criteria including organization name and type.

<http://www.sa.psu.edu/organizations>

Center for Student Engagement

This is a great web site for information about leadership programs, community service, and other topics related to student activities.

<http://www.sa.psu.edu/engage/>

Office of Educational Equity

Originally created in July 1990, the Office of the Vice Provost for Educational Equity works to expand diversity at Penn State and to support educational access for targeted groups of low-income, potential first-generation-college students both here at Penn State and at sites throughout the state. The main Web site outlines the components and goals of this office; the services site describes several student programs that are designed to further support students at Penn State and in Pennsylvania.

<http://equity.psu.edu/>

Multicultural Resource Center

The Multicultural Resource Center, located in Grange Building right next to the HUB, is a resource and support center for undergraduate students. Students can meet with a counselor to discuss a wide-variety of academic and personal issues.

<http://equity.psu.edu/mrc/>

Registrar's Office

This Office is responsible for the schedule of courses at the University. If you have problems registering for your courses, you should contact them. You can also get a transcript of your academic record from the Registrar.

<http://registrar.psu.edu/>

Advising@PSU

This Web site contains a wealth of advising information as well as information about academic integrity, the advising centers, course information, and majors.

<http://advising.psu.edu/>

Division of Undergraduate Students

DUS provides academic advising, information, and referral services to anyone who requests assistance, including students enrolled elsewhere in the University, prospective students, faculty, and staff. An adviser is available in the lobby of Grange Building to work with individuals on a first-come, first-served basis during business hours on weekdays. Advisers may also be seen by appointment.

<http://www.psu.edu/dus/>

Career Services

Penn State Career Services Web site offers information on what career resources are available at the University Park campus. The site also offers links to worksheets on topics including resume writing, job search, interviewing, and correspondence.

<http://www.sa.psu.edu/career>

Events Calendar

This list of all campus calendars includes calendars for intercollegiate athletics, art exhibits, diversity events, movies, volunteer opportunities, and educational events.

<http://www.events.psu.edu>

Late Night

The activities offered through Late Night Penn State in the HUB are a wonderful alternative to the bar scene downtown and offer a variety of cultural and social programs.

<http://www.latenight.psu.edu/>

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services offers both individual appointments for students, as well as group therapy, and discussion groups. The Web site also includes crisis information, self-help resources, and outreach services.

<http://www.sa.psu.edu/caps/>

Office of Student Aid

Most students depend on some type of financial aid. The Student Aid Web site provides helpful information including GPA and credit-load requirements for maintaining scholarship awards. The FAQs and Students Must Know sections should be reviewed by students before they make any decisions about dropping courses from their schedules.

<http://www.psu.edu/studentaid/>

Student and Family Services

The office of Student & Family Services is a multi-faceted office that strives to provide students with the tools to make difficult situations more manageable. Students may experience an emergency, such as the death of a family member, an accident or other circumstance beyond their control that require leaving campus. Student and family services staff can help.

<http://www.sa.psu.edu/sd/sfs/>

MENTOR

MENTOR/National Mentoring Partnership has been working to expand the world of quality mentoring. MENTOR is widely acknowledged as the nation's premier advocate and resource for

the expansion of mentoring initiatives nationwide. You can find tips and resources that you can put into practice in your mentoring relationship.

http://www.mentoring.org/about_mentor/

National Mentoring Center:

The National Mentoring Center at the Education Northwest provides training, resources, and other services to local mentoring programs, and federal, state, and regional agencies. You can also request information on training and technical assistance via their Web site.

<http://educationnorthwest.org/nmc>

Ideas for Mentoring Activities

1. Set some mentoring goals.
2. Tackle some homework.
3. Make dinner.
4. Go out to dinner.
5. Make popcorn and watch a movie.
6. Go to a movie.
7. Go to a concert.
8. Shoot some hoops.
9. Go to the library.
10. Just hang out.
11. Listen to some music.
12. Talk about life.
13. Discuss career plans.
14. Talk about your goals for college.
15. Work on a resume.
16. Talk about dressing for success.
17. Do a mock interview.
18. Talk about networking.
19. Talk about how to find a job.
20. Talk about balancing school and life.
21. Talk about living within one's means.
22. Talk about responsible use of credit cards.
23. Go holiday shopping.
24. Go to a house of worship.

25. Talk about relationships.
26. Talk about personal values.
27. Talk about the future.
28. Go to a play.
29. Visit the Bank of America Career Services Center.
30. Meet with other mentor/mentee pairs.
31. Go to listen to a speaker on campus (e.g. President Erickson's State of the University Address).
32. Work out on campus.
33. Visit the Creamery.
34. Attend the Fall Involvement Fair.
35. Go ice skating at the Ice Pavilion.
36. Attend a sporting event on campus.
37. Check out Late Night Penn State.
38. Visit the Pattee and Paterno Library.
39. Visit the Palmer Museum.
40. Visit the Penn State All-Sports Museum.

Advice for Mentees

1. Maintain regular contact

Set a regular schedule if possible. For example, you may want to meet for lunch with your mentor every Friday. You should also make plans at the beginning of the semester to attend all AASIA program events.

2. Respect your mentor's time

Most mentors are very active on campus. Make the most of your meetings together. Find out the best time to contact him or her between meetings.

3. Internalize what you apply and learn

You can learn a great deal from your mentor. He or she may offer advice and suggestions. Give the suggestions a try and take the advice to heart. Let your mentor know what the outcome was. Mentors like to know the results of their efforts.

4. Follow through

Follow through on what you say you are going to do. This means returning phone calls, showing up for meetings, replying to e-mails and so forth. **Nothing is more discouraging to a mentor than a mentee who does not follow through.** If you are not able to keep a commitment, let your mentor know as soon as possible, and try to make alternative arrangements.

5. Show appreciation

Let your mentor know how much you appreciate him or her. A “thank you” goes a long way in nurturing your relationship. Try to be specific in your feedback. Let your mentor know what he or she did and how it helped you.

6. Give back

Think of ways you could provide assistance to your mentor. Maybe you have an hour or two to help your mentor out. By giving back you build a mutually beneficial relationship.

Advice for Mentors

1. Make your mentoring relationship a priority

Research shows that effective mentoring relationships can be developed in as little as two hours per month. Making the time to mentor someone is worthwhile.

2. Meet over breakfast or lunch

You have to eat anyway, so why not meet over a meal. You can make more effective use of your time by combining activities. You can enjoy a meal and discuss important issues with your mentee.

3. Help your student network

Introduce your mentee to other students who may be able to connect him or her to organizations or resources. Perhaps there are friends or others in the community your mentee could benefit from meeting. Your only time commitment will be making a few introductions. Learning to network is something that all students should learn while in college.

4. Help your student prepare for a summer job or internship

Offer to review your mentee’s resume or cover letter. You might also want to make suggestions on good work experiences to prepare them for employment after college.

Ten Tips for Effective Mentoring

- 1) **Maintain Regular Contact.** Mentors should assume they are the givers in the relationship. Consistent contact models dependability and builds trust. At least weekly contact is recommended.
- 2) **Always Be Honest.** Trust and respect are the foundations on which mentorships are built.
- 3) **Avoid Being Judgmental of a Protégé’s Life Situation.** Acceptance without conditions communicates that your concern comes without strings attached.
- 4) **Avoid Excessive Gift Giving.** And don’t do for a protégé what she/he can do for her/himself. Your greatest gift is to help a person discover his or her own solutions to problems.
- 5) **Don’t Expect to Have All the Answers.** Sometimes just listening attentively is all people need.
- 6) **Help Your Protégé Access Resources and Expand Support Networks.** Discuss the importance of maintaining positive relationships.

- 7) ***Be Clear About Your Expectations and Your Boundaries.*** Set up ground rules and communicate them clearly.
- 8) ***Avoid Being Overwhelmed by Your Protégé's Problems.*** Remain calm and dispassionate to help protégé solve problems.
- 9) ***Respect Confidentiality.***
- 10) ***If the Relationship Seems to Stall, Hang in There.***

Most importantly, have fun and enjoy the experience. We have so much to learn from one another. Thanks for choosing to be a part of AASIA. If you have any questions or concerns, please contact Dara Sanoubane, AASIA Program Adviser (dns10@psu.edu) or Elisabeth DeAngelo-Tucker, AASIA Program Co-adviser (eld11@psu.edu).

The three sources used for the Mentoring Guide are as follows:

- "A How-To Guide for Mentors and Students" (FastStart)
- "Tips on Mentoring" (www.mentoringgroup.com)
- "A Year's Worth of Mentoring Activities" (www.mentoring.org)