

CSGSA Mentor-Mentee Program Guidelines

CSGSA Board

1 Purpose

The CSGSA Mentor-Mentee Program is a program that is run by the CSGSA Board and gives incoming first-year graduate students and returning second-year graduate students the opportunity to build social structures with more senior graduate students in the department. The Mentoring Program facilitates this through encouragement of online and in-person social interaction between Mentors, their Mentees, and other participants in the program.

2 Goals

- Build and facilitate social structures between Mentors, their Mentees, and participants of the program to better integrate our graduate student population.
- Help incoming and returning students of Purdue CS become familiar with the department, Purdue, and various procedures necessary for graduate study.
- Improve the overall experience of graduate students and help prevent first and second year students from leaving the program unnecessarily.

3 Program Guidelines

3.1 The Mentor-Mentee Coordinator

The Mentor-Mentee Coordinator is a member of the CSGSA Board who is responsible for running and maintaining the Mentor-Mentee Program. They are directly responsible for managing and running the program, but are encouraged to ask other members of the Board for aid in planning and running events (such as matching, training, and social events). Concretely, the Mentor-Mentee Coordinator is

- Responsible for managing and maintaining Mentor-Mentee Program guidelines;
- Encouraged to work with the CSGSA Social Chairs and Treasurer to plan events;
- Responsible for tracking the state of the program; i.e., tracking Mentor/Mentee pairs, tracking any program issues, and gauge satisfaction of and collect feedback from participants in the program;
- A first line of contact for any Mentor/Mentee issues that do not require other channels;
- Able to help answer various Mentor/Mentee questions, but mentors should be encouraged to figure out the right answer first;
- Responsible for organizing summer training and outreach.

In the event that no Mentor-Mentee Coordinator is elected, responsibility of this role falls onto the entire CSGSA Board, with the President nominating and/or appointing members of the Board to help manage the program.

3.2 Eligibility

The Mentor-Mentee Program is open to all graduate students within the Purdue CS Department. Ph.D. students in at least their third year are eligible to be mentors, and Ph.D. students in their first or second year are eligible to be mentees. Masters students in at least their second year are eligible to be mentors, and Masters students in at least their first year are eligible to be mentees.

3.3 Mentor-Mentee Matching

As the purpose of the Mentor-Mentee program is building social structures for incoming first-year students and returning second-year students, the matching process should reflect this. As such, Mentors and Mentees will be matched *randomly*, though preference will be given to match Masters students with other Masters students, and Ph.D. students with other Ph.D. students. In general, we will attempt to match Mentors with a group of Mentees consisting of both first- and second-year students (if there are enough participants). Additionally,

- Mentees are allowed to have more than one Mentor, but will always have one official Mentor;
- Mentors are allowed to take more Mentees than initially assigned, though these will be unofficial Mentees (except in circumstances where a new Mentor is assigned);
- If the Mentor-Mentee match isn't a good fit, participants are encouraged to contact the Mentor-Mentee Coordinator to remedy the situation
 - Mentors should not kick out Mentees (barring any real issues between the two parties; in this case, please reach out to the Mentor-Mentee Coordinator);
 - Mentees can choose a new official Mentor upon agreement of both parties. Please do not take it personally if a Mentee does not wish to keep you as a Mentor; sometimes things are not a good fit and that is ok.

3.4 Mentor Training

Mentors wishing to participate in the Mentor-Mentee program must attend a summer training session in order to participate. Mentors receive their matched Mentees after attending this training session. The training session will generally be held in July, and will be held both in-person and virtually. The training session will go over the program guidelines, expectations, and any required legal obligations (e.g., university reporting rules). If you wish to participate in the program but will be unable to participate in the training when being held over the summer, please contact the Mentor-Mentee Coordinator.

3.5 Program Timeline

Below is a rough timeline of what is expected of the Mentor-Mentee program during any given academic year. Just as the CSGSA Board changes year to year, this timeline may change year to year. This timeline is a general guide of what to expect during any given year.

April/May. Begin recruiting Mentors for the next academic year.

Early June. Get a list of incoming students from the department. Set up a survey for incoming students and returning second-year students where they can sign up to participate. Send these students information about the Mentor-Mentee program and the survey where they can sign up.

Late June. Set up mandatory July training session for Mentors and match Mentors and Mentees.

July. Conduct the mandatory training session and match the Mentors with their Mentees. Mentors make first contact with their Mentees.

Fall/Spring Semester. After recruitment and summer training with Mentor-Mentee initial contact, the general guideline for both the Fall and Spring semester is as follows:

Large Social Events. The Mentor-Mentee program will host one to two large social events where all Mentors and Mentees meet up and participate in the event. Encouraged to happen during the second month of the respective semesters (September and February for Fall and Spring, respectively), and during a later month of the respective semesters (late November/early December and April for Fall and Spring, respectively).

Small Social Events. The Mentor-Mentee program will encourage smaller social events for Mentors and their Mentees (e.g., giving Mentors and Mentees small vouchers for coffee on campus). These events are encouraged to happen during months where no large social event is occurring. It is also encouraged to hold one of these smaller events in the first month of the semester (August and January for Fall and Spring, respectively) to get early participation in the program and encourage future participation.

4 Expectations

It is important to clearly state up front what the expectations are of the participants of the program. We outline the expectations of both the Mentors and the Mentees.

4.1 Mentor Expectations

The role of a Mentor is key to the program. We want all Mentors to help the Mentees in the program succeed, and our goal is to help you with this. We've broken down the role of a Mentor into four key aspects that you are expected to follow. By signing up to be a Mentor, you agree to put in your best effort to meet these expectations of the program. If at any time you feel that you are unable to suitably meet the expectations of a Mentor, please notify the Mentor-Mentee Coordinator and we will work with you and your Mentees to discuss the next steps.

1. **Commitment.** *Your time is key to the success of this program.* Mentors are expected to actively participate during all stages of the program. This program is designed to begin during the summer and continue through the Spring semester following that summer (roughly July through May the following year; see [Section 3.5](#) for more details). While it is not mandatory to attend all events (we understand that graduate students have many different sets of circumstances), by signing up for the program you agree to actively participate in the program whenever possible. This includes actively participating in individual or group Mentor-Mentee activities, actively communicating with your Mentees, and actively responding and reporting to the Mentor-Mentee Coordinator when asked. In the event that you are unable to attend certain events, you should still encourage your Mentees to attend, and coordinate with another Mentor or the Mentor-Mentee Coordinator to ensure that your Mentee group is not left alone during these events.
2. **Availability.** *Make time for your Mentees.* Mentors are encouraged to be available in multiple ways. This can include offering Mentees your email address (at a bare minimum), phone number, or office location. It is up to you to set the boundaries on how to communicate, but make sure you are accessible to your Mentees for both one-on-one interactions and group interactions.
3. **Attitude.** *Listen to your Mentees.* Listen to and be open to the experiences of your Mentees. Further,
 - Practice mindful listening;
 - Be aware and respectful of any gender and/or race specific language used towards your Mentees;
 - Never put Mentees down for their experiences;
 - Be helpful to your Mentees (it is ok—and encouraged—to direct questions you are unable to answer to someone who is able to answer them);
 - Be open to mentoring students of all different backgrounds.

4. **Confidentiality and Privacy.** Mentees are encouraged to approach Mentors with any issues that they would like to discuss, and in general these interactions will remain confidential. You can offer advice to your Mentees, but keep in mind that you are not expected to nor should become a counselor. If a situation that you are not equipped to deal with were to arise, direct your Mentee to the appropriate resources on campus. See [Appendix A](#) for more details.

4.2 Mentee Expectations

Mentees are expected to actively participate in the program (to the best of your ability) by communicating with both your Mentor and your fellow Mentees. Participation in social events is not mandatory but is encouraged. The success of the Mentor-Mentee Program depends on participation from all members; what you put into the program helps determine what you get out of it. You are also expected to voice your own opinions, questions, or any issues you may have.

5 Changelog

Items listed in reverse chronological order.

08/09/2021. Added section on “Eligibility”.

03/23/2021. Document first drafted.

A Confidentiality and Privacy

A.1 Student Mental Health and Well-being

If your Mentee is feeling overwhelmed, depressed, or in need of support, services are available. In this cases, you can point them to Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) and the Psychology building (PSYC) during business hours.

A.2 Sexual Harassment, Sex-based Discrimination, or Sexual Violence

If your Mentee has been the victim of sexual harassment, sex-based discrimination, or sexual violence, and they are seeking help, there are services available. Reporting the incident to any Purdue faculty and certain other employees, including resident assistants, will lead to reference to the Title IX Coordinator, as these individuals are mandatory reporters. The Title IX office can investigate report of sex-based discrimination, sexual harassment, or sexual violence. Title IX ensures that both parties in a reported event have equal opportunity to be heard and participate in a grievance process. For more information, visit <https://www.purdue.edu/titleix/>.

A.3 The Center for Advocacy, Response, and Education (CARE)

CARE offers *confidential* support and advocacy for survivors of sexual violence, dating violence, and stalking, that does not require the filing of a report to the Title IX office. CARE staff are available from 9:00am-4:00pm. Advocates are available 24/7 by calling 765-495-CARE (2273). For more information, visit <https://www.purdue.edu/odos/care/>