



Mentorship Program Handbook

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RESPONSIBILITIES AND EXPECTATIONS

Mentors/Mentees

Mentors and mentees must be members of SSP in good standing and must agree to abide by the SSP Mentorship Code of Conduct.

The five-month commitment starts from date of the orientation meeting. The mentor and mentee should meet at least once a month, but can meet more frequently if they choose. Suggested meeting length is 30-60 minutes. Meetings can be in-person, via telephone or by other virtual means. The mentor and mentee should agree when and how they will meet for the 5-month period at their first meeting.

The mentor and mentee are required to attend the orientation and virtual discussion group.

At the first meeting, the mentor and mentee shall review the Mentorship Action Plan, documenting any ground rules, meeting times, and the mentee's goals and objectives (Part 1 of the Mentorship Action Plan).

Mentors and mentees are expected to keep all commitments to each other while participating in the program.

If the mentor and mentee meet for a meal or coffee, each person is expected to pay for his/her own meal.

Both the mentor and mentee should clearly communicate when information being shared is confidential and honor any requests for confidentiality.

Mentors and mentees are encouraged to attend all professional development activities offered as part of the program.

At the end of five months, the mentor and mentee should submit a short report (Part 2 of the Mentorship Action Plan) to SSP outlining the results achieved.

Mentors and mentees are required to complete the end of program online evaluation.

Mentors Only

The mentor should seek opportunities to introduce the mentee to industry contacts as a means to help expand the mentee's network.

It is the responsibility of the mentee to initiate contact with a mentor, however, if the mentor has not heard from their mentee within the first two weeks, the mentor should attempt to reach out.

Mentees Only

A mentee initiates contact by contacting the mentor he/she is assigned to. Please refer to this Handbook to help facilitate this first conversation with your mentor.

Mentees should think about what they wish to accomplish during the program before they contact their

mentor. This should include what the mentee hopes to learn, his or her goals, desired meeting frequency, etc.

The mentee completes Part 1 of the Mentorship Action Plan with input from the mentor.

The mentee must pay applicable program fees associated with the program before being assigned a mentor. *Note: Program fees are waived for the pilot cohort.*

MENTORSHIP PROGRAM CODE OF CONDUCT

The Society for Scholarly Publishing (SSP) is committed to diversity, equity, and providing a safe and productive Mentorship Program that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct. SSP promotes equal opportunities and treatment for all participants, regardless of gender, sexual orientation, gender identity/expression, physical or mental ability, disability, physical appearance, ethnicity, religion, political affiliation, or nationality.

All participants are expected to treat others with respect and consideration, keeping relationships free of discrimination, or harassment; maintaining professional and ethical conduct at all times during the mentorship relationship.

Participants shall not disclose, share, duplicate or distribute each other's personal information without consent. Requests for confidentiality shall be honored. Participants shall represent themselves honestly and disclose any potential conflicts of interest to their mentor/mentee. Exploitation of the relationship to seek an inappropriate advantage, financial or non-financial is strictly forbidden. This includes solicitation of products or services as well as direct requests for or offers of employment.

Information about what defines harassment and reporting violations of the Code of Conduct can be found in the [SSP Organizational Guide](#).

MENTORSHIP ACTION PLAN

The Mentorship Action Plan aims to outline the goals and practicalities of how your mentorship relationship will work. Please complete Part 1 of this form together during your first meeting. Part 2 of the form should be completed during your last meeting before the conclusion of the Program. Part 2 should summarize the outcomes of your relationship relative to the goals set.

The mentee should submit the completed form (Parts 1 and 2) to **info@sspnet.org** at the conclusion of the Program.

PART 1: Expectations and Goals

To ensure that our relationship is a mutually rewarding and satisfying experience, we agree to:

1. Meet at least once per month for five months. We will meet:
 - a. _____ face to face,
 - b. _____ by phone,
 - c. _____ by video conference,
 - d. _____ by messenger app,
 - e. _____ other (_____).

Our schedule for meetings will be: _

2. Maintain confidentiality of our relationship.
3. Honor the ground rules we have developed for the relationship. Ground rules include:
Please list any ground rules (example: off-limits topics)
 - a. _____
 - b. _____
4. Provide regular feedback to each other and evaluate progress.
5. Work toward the following goals and objectives as the focus of this mentoring relationship:

Mentee Goals

Mentor Goals

- a. _____
- b. _____

- a. _____
- b. _____

6. In the event one of us believes it is no longer productive for us to continue, we may decide to seek outside intervention or conclude the relationship. In this event, we agree to use closure as a learning opportunity.

PART 2: Outcomes

Based on the mutually-agreed upon goals, reflect on the success of your mentorship relationship.

1. Did your mentorship experience result in achieving the desired outcomes as identified at your first meeting? Please describe.
2. What were the most beneficial aspects of the mentorship relationship?
3. What unexpected benefits were realized?

*Please submit your completed form to **info@sspnet.org** within 2 weeks of Program completion.*

DEVELOPING A PRODUCTIVE MENTOR/MENTEE RELATIONSHIP

Mentor

To prepare for your first meeting, you might want to:

- Summarize your goals and expectations for the mentoring partnership.
- Review your mentee's profile or resume/CV, (if available) to determine how your area of expertise will be beneficial to the mentee.
- Carefully determine the time that you have available for the meetings, e.g., "How should we work together? Will we stay in touch between meetings and how?"

Next, interview your mentee. In preparation for that first meeting, review the list of questions listed below to select those that might be useful establishing the needs and expectations of your mentee and to get to know your mentee personally and professionally:

- What is important to you?
- What is your background and experience?
- Which area have you worked the most?
- What knowledge areas would you like to develop?
- What skills do you have with which you are confident?
- Which training/advance courses have you taken, or plan to take?
- Which resources do you utilize for professional development?
- Which skills do you desire to develop?
- How can I help you develop these skills?
- What attracted you to this program?
- At the end of the program, how would you like to have grown as a result of this mentoring relationship?
- What one thing can I do to ensure a positive experience for you in this relationship?
- What should I expect from you in this mentoring partnership?

Mentee

To prepare for your first meeting, you might want to:

- Prepare an updated resume/CV and or a detailed summary of your work experience.
- Summarize your personal and professional goals. Be specific.
- Identify your goals and expectations of the mentoring relationship.
- Prepare a personal SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis to help you and the mentor determine which areas to focus.

OTHER RESOURCES

Check out these organizations and their publications and resources pages:

European Mentoring and Coaching Council

<http://www.emccouncil.org/eu/en/>

International Mentoring Association

<http://mentoringassociation.org/>

National Mentoring Resource Center

<http://www.mentoring.org/>

University of New Mexico Mentoring Institute

<http://mentor.unm.edu/>