



**SSP** | MENTORSHIP  
PROGRAM

# Mentorship Program Handbook

SOCIETY FOR SCHOLARLY PUBLISHING

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## Responsibilities and Expectations

### Mentors/Mentees

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

Participants agree not to disclose, share, duplicate or distribute each other's personal information without consent. Requests for confidentiality shall be honored. Mentors and mentees should represent themselves honestly and disclose any potential conflicts of interest to one another. 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.

### Timeline

- Orientation
- Match Info
- 1-Month Check-In
- Mentorship Action Plan, Part 1 Due
- Virtual Discussion
- 3-Month Check-In
- 5-Month Check-In
- Wrap-Up and Evaluation
- Mentorship Action Plan, Part 2 Due

### Orientation and Program Activities

The five-month commitment starts from the date of the orientation meeting. The mentor and mentee should meet at least once a month but can meet more frequently. Suggested meeting length is 30-60 minutes. Meetings can be via telephone, virtual, or in-person if constraints allow. The mentor and mentee are required to attend the orientation and virtual discussion group.

### First Mentoring Session

- A mentee initiates contact by contacting the mentor they are assigned to. If the mentor has not heard from their mentee within the first two weeks, the mentor should attempt to reach out.
- The mentor and mentee should agree on when and how they will meet for the 5-month period at their first meeting.
- 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).



### Subsequent Sessions

- 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 their 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 to help expand the mentee's network.

### Mentees Only

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, their goals, desired meeting frequency, etc.



## SSP Code of Conduct

The Society for Scholarly Publishing (SSP) is a community-run organization that is committed to diversity, equity, inclusion, and accessibility. This includes providing a safe, welcoming, and productive environment that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct, at SSP meetings and events, whether held in-person or in virtual format. We have a shared responsibility for creating and maintaining that environment for the benefit of all.

SSP is committed to supporting equitable opportunities and respectful treatment for all participants in our activities, regardless of gender, sexual orientation, gender identity/expression, physical or mental ability, disability, age, physical appearance, race, ethnicity, religion, political affiliation, nationality, or any other protected characteristics. We seek to be a welcoming community in which you can consider and debate a range of relevant viewpoints in a respectful and inclusive manner.

This policy applies to all participants, speakers, exhibitors, staff, contractors, volunteers, media, and guests (“participants”) during SSP events and activities, both online and in-person, including but not limited to meetings, conferences, off-site social events sponsored by SSP, webinars, seminars, podcasts, training courses, networking events; as well as participation in our committees and task forces, the mentorship/fellowship programs, publications, community discussions, and engagement with SSP on social media.

This policy does not apply to the merits of disputes about business relationships involving members or to conduct that is not connected to SSP events or activities.

### Expected Behavior

All participants are expected to treat others with respect and consideration, follow venue or virtual forum rules, and to alert staff to any violations of this Code of Conduct, dangerous situations, or any participant in distress. When you participate in SSP activities, we expect you to:

- Treat others with respect and consideration;
- Respect differences of opinion and be inclusive of a diverse range of experiences and perspectives;
- Express differences in ideas and opinions productively, free of personal attacks;
- Consider the impact of your communications and communication style; words can easily be interpreted as aggressive or negative, even if this is not what you intended;
- Abide by all venue rules and policies;
- Presume good will in the absence of evidence to the contrary, and alert others if their comments or conduct are unwelcome to you;
- Respect others’ personal space, unless they invite the physical contact;

- Be an ally—speak up, reach out to the affected individual, or notify staff when you see unacceptable behavior that affects another; and
- Alert staff or security to any dangerous situations or if anyone is in distress.

### Unacceptable Behavior

SSP will not tolerate any form of harassment, discrimination, or abuse in connection with SSP events and activities. Prohibited conduct includes but is not limited to:

- Speech, gestures, or behaviors that are known to be or should reasonably be expected to be unwelcome or are personally offensive, abusive, or derogatory;
- Harmful or harassing verbal or written comments related to or motivated by another's gender, sexual orientation, race, religion, national origin, gender identity, disability, or other protected characteristic;
- Verbal or physical intimidation, threats, stalking, or bullying;
- Sustained or repeated disruption of events, including sustained interruption, yelling at, or threatening speakers;
- Physical harassment, including unwelcome touching or groping, unwelcome attention, or inappropriate/unnecessary physical contact (including physical contact that exceeds the level invited by the other person);
- Virtual or in-person stalking or unwelcome following;
- Real or implied threat of physical harm;
- Unprofessional use of nudity and/or sexual images in public spaces or in presentations;
- Harassing or unwelcome photography or recording;
- Sharing without authorization from the presenters or commenters any virtual or live meeting content (such as by posting on social media) without the consent of the creators of the content, other than for the purposes of reporting a policy or legal violation to SSP or other authorities;
- Retaliation against anyone for raising a complaint under this Code or participating in an investigation; and
- Other conduct designed or expected to impair the positive experience of any other participant.

Please remember that behavior that is perceived to be acceptable to one person may not be acceptable to another. When in doubt about whether another person welcomes physical contact or when interacting with members who may be used to different cultural conventions, refrain from physical contact or ask first.

Anyone requested to cease unacceptable behavior or informed that their conduct or comments are unwelcome is expected to comply with such requests immediately. Targets or witnesses of unwelcome behavior are encouraged to communicate boundaries but are not under any obligation to attempt to stop the harassing behavior or to confront the alleged offender. The absence of an objection to unacceptable



behavior in the moment will not be assumed to reflect implicit consent to such behavior.

As at any conference or other professional event, participants often combine professional activities with social interaction with other participants, staff, and other attendees. While SSP encourages such networking and strengthening of connections between participants, SSP reserves the right to remove or block any participant whose social attentions become unwelcome to another (whether in-person or online) and who persists in such attentions after their unwelcome nature has been communicated. SSP also reserves the right to remove or block any participant or attendee who appears inebriated and who engages in conduct that interferes with the ability of other attendees to participate in and enjoy the live or virtual event or activity.

Participants must also cooperate with any SSP investigation into reports of a violation of this Code of Conduct by providing information requested by SSP that is relevant to SSP's investigation.

### [Reporting](#)

If you believe you have been subjected to or have witnessed harassment or other unacceptable behavior, please contact the SSP Executive Director ([violations@sspnet.org](mailto:violations@sspnet.org) or 913-486-4185) or other SSP Staff ([info@sspnet.org](mailto:info@sspnet.org)) or use a venue phone and ask for security if you feel unsafe. You are not expected to discuss the incident with the offending party, but you will be asked to fill out a report, ideally within one week of the incident, using the form provided below. All complaints for which sufficient information is provided will be treated seriously and addressed promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

### [Submit Incident Report Form](#)

### [Consequences](#)

SSP, in its discretion, may bar those who violate this Code from continued participation in or attendance at some or all SSP events and activities (live or virtual), without refund of any fees paid. SSP may also in appropriate circumstances bar violators of this Code from participation or attendance at future SSP-sponsored events and activities and may also notify the individual's employer of SSP's finding of a violation. SSP will report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct.

### [Procedures for Addressing Violations of the Code of Conduct](#)

The [SSP Procedures for Code of Conduct Violations](#) describes SSP's procedures for enforcing the Code and will be used for investigating complaints brought to SSP's attention.





## 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 expertise will benefit the mentee.
- Carefully determine the time you have available for the meetings, e.g., "How should we work together? Will we stay in touch between meetings, and how?"

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

- What is important to you?
- What is your background and experience?
- What knowledge areas would you like to develop?
- What are your best skill sets?
- Which training/advanced 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 due to 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 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 on.

## Other Tools and Resources

### Communication Tips

- [\*\*Active Listening: Definition, Skills, Techniques & Exercises\*\*](#)  
Tips and techniques for better listening.
- [\*\*Receiving and Giving Effective Feedback\*\*](#)  
Effective feedback is achieved by establishing a positive interpersonal relationship between the person(s) providing feedback and the recipient(s) as this creates an environment that fosters development.

### Goal Setting Tools

- [\*\*Career Wheel or Career Decision Wheel\*\*](#)  
A tool to help you think about your opportunities, experiences, and personal characteristics using a wheel template
- [\*\*SWOT \(Strengths, Weaknesses, Opportunities, Threats\)\*\*](#)  
Useful for understanding your strengths and weaknesses and identifying both the opportunities open to you and the threats you face
- [\*\*SCOPE \(Situation, Core competencies, Obstacles, Prospects, Expectations\)\*\*](#)  
Not only analyzes internal and external factors but attempts to align the internal with the external to provide a roadmap of strategic development
- [\*\*SOAR \(Strengths, Opportunities, Aspirations, Results\)\*\*](#)  
Positive-thinking method for creative problem solving that involves five key “I” actions when facing a decision or formulating a strategy

### Further Reading

- [How To Start a Mentorship Relationship](#)
- [Here’s What Makes Mentorship Work](#)
- [Five Parts of Every Effective Mentoring Goal](#)
- [Useful Tips for A First Time Mentor](#)
- [Cultural Competency in Mentoring](#)
- [3 Tips for Successful Mentoring Across Cultures](#)
- [SSP Professional Skills Map](#)