Thank you for becoming an Executive Mentor for the College of Business Administration at Kansas State University. Executive Mentors teach our students many important aspects of professional life, including attitude, professionalism and work ethic. The time you put into developing a professional relationship with your mentee will put him or her at an advantage during college and beyond graduation.

Mission

The mission of the Executive Mentor Program is to give students the opportunity to learn from experienced professionals, so they can develop their interpersonal skills, including networking and communication, and be on track to become successful business professionals.

Executive Mentor Matching

As an Executive Mentor, you will choose your mentee. With the assistance of our staff and online database, you will search for mentees, based on a variety of criteria, review students’ applications, and select the student you feel is the best fit. Once selected, your mentee will be notified of the match and required to attend a program orientation. During the student’s orientation, he or she will be reminded of the program’s expectations of the student mentee and instructed to contact you. The student is responsible for making first contact.

All students in the College of Business Administration are strongly encouraged to participate in this program; however, they are not required to do so. The students who choose to apply are looking for the type of career guidance that you can provide.

First Meeting

Although technology makes getting in touch from far away easy, we encourage you to meet your mentee for the first time in person. Given your schedule and geographic proximity, this may or may not be possible. If you are unable to have your first meeting in person, a phone call or video chat is also perfectly acceptable.

Should you be able to meet your mentee in Manhattan, meeting on campus is likely to be the most convenient and comfortable location for your mentee. Your mentee may give you a tour of campus, if you haven’t been on the K-State campus for a while, or you can meet over lunch or a cup of coffee. The K-State Student Union has several lunch spots, as well as a coffee shop. There is another coffee shop in the Leadership Studies Building, an Einstein Bros Bagels in Hale Library, or you can walk to nearby Aggieville for more options.

Students will be advised to dress casually for the first meeting, unless coming to your place of work, which will also help them be more at ease. A first meeting usually lasts an hour.

The only goal for the first meeting is getting to know each other. To make this easier, we suggest the following:

• Talk about yourself. While you have been able to review your mentee’s bio, your mentee will not know much about you until the first meeting. Talking about your career and personal life, when applicable, will allow the student to get to know you, and will often start other topics of conversation.
• Ask about their fears, whether in college or beyond graduation. Knowing what your student is afraid of
will give you an idea of the areas in which he or she may need more coaching.

- Ask your mentee if there is something you can assist them with. They may be afraid to ask you if you don’t let them know that you are there to help them.
- Ask about their career aspirations.

On-going Professional Relationship

Your mentee is expected to take initiative in this relationship. He or she should contact you at least once per month and follow-through on items the two of you discuss.

Our office will also help facilitate communication by sending emails alerting you of difficult times in the year, such as mid-terms and finals, as well as tips for maintaining positive interactions.

While the academic year will perhaps be the time when you will be most active with your mentee, it is a good idea to maintain contact during breaks. Summer jobs and internships bring questions for your mentee as well as many opportunities for learning from you.

Your professional relationship will consist of at least one interaction per month and will last for your student’s entire career at K-State.

What do you do with your Mentee?

Just being able to talk with a professional is great help to a student; however, there are several activities that will enhance both of your experiences in the Executive Mentor Program.

- Even if you’ve already seen it, you can ask your mentee to send you their resume and cover letter. You can review it and offer feedback, and even have the human resources department in your company do the same. If it is appropriate, you can offer to be a reference.
- Give your student clear, objective feedback regarding their attitude, presence and other skills, such as hand-shaking and smiling, then offer suggestions on how they can improve on them.
- Help your mentee create a strategic plan for their academic career and professional advancement year to year, including looking for relevant part-time jobs, or searching for the best internship. Help your mentee achieve their goals.
- Suggest your mentee join a professional organization in their career of choice as a student member, and encourage them to join soft-skill enhancing programs, such as student chapters of service clubs or civic organizations. For instance, there is a chapter of Rotaract at K-State.
- Have your mentee shadow you during your workday, accompany you to meet a client, join you at a business meeting or go with you to a professional networking session; this will give your mentee a real view of what professional life is like.
- If you come across a news article that you think might be of interest to your mentee, send it to them. You can also encourage them to subscribe to business publications you think are useful for a future executive.
- You can give your mentee short assignments, such as doing research on top financial companies. This assignment will give you topics for conversation for your interactions, but it will also expand your mentee’s view about the industry they are about to enter.

Executive Mentor Program Events

The College of Business Administration at Kansas State University will host a tailgate at one K-State football game each fall and an annual luncheon in the spring to recognize Executive Mentors and mentees. These
events provide an opportunity for networking with other Executive Mentors and students, as well as College of Business Administration faculty and staff. All mentors and their mentees are invited to attend the events listed below.

Save the Dates:

Saturday, October 12, 2013 - Tailgate
Cat Town, 2 hours before game time, Football: Baylor @ K-State

Friday, April 25, 2014 - Networking and Appreciation Lunch
K-State Alumni Center, 11:45-1:15pm

Additional Resources

We want you and your mentee to have the best experience possible. For that reason, our office will stay in regular contact with you and post relevant resources on our website (cba.k-state.edu/Executive Mentor) to help you along the way. We have established a LinkedIn group - K-State Business Executive Mentor Program - which you are encouraged to join and use in order to connect with other mentors and students in the program. Our program will also offer opportunities for you to connect with other mentors and our staff in real-time to discuss best practices, strategies for mentoring college students, and idea-sharing.

Contact

Do not hesitate to contact us at any point if you have a question, concern, or want to share a story about your experience.

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