Mentoring – Information for Mentors and Mentees

The Nevada legislature provided the following guidelines for potential mentors and mentees to participate in the Nevada Promise Scholarship program. The purpose of this training module is to familiarize you with the mentorship requirement.

You are about to begin Module #2 Part 1.

Module 2 - Part 1

Why mentoring?
Mentoring has been proven to help students succeed and to positively impact our community. By dedicating a few hours of talent and time, mentors guide students through their transition from high school to college. This is especially important for students who are first in their families to attend college.

The Nevada Promise Scholarship Program requires new applicants and eligible Nevada Promise participants to fulfill several requirements before becoming eligible to receive the scholarship.
One crucial requirement is the mentor component which combines the efforts of community partners, staff and faculty members to ensure new applicants and recipients achieve their personal and educational goals while at CSN and beyond.

CSN has recently made changes to the structure of the mentoring program to align the process with the participating NSHE community colleges.

The intent is to encourage a long-term relationship between mentor and mentee and promote continuous communication to increase the number of students that apply, enroll in college and complete their program of study.

While in high school, students must complete the following Nevada Promise Scholarship requirements to receive an initial pairing with a mentor in March.
The goal is to motivate students to be more proactive about their college application process. Once the student has completed those steps, they will receive an email with links to the following forms:

“Parent/Guardian Authorization for Mentoring Support Form.” This form must be submitted to the CSN Nevada Promise Scholarship Office before the initial “Mentor-Mentee Assignment.” This form requires the signature of the student (regardless of age) and parent or legal guardian (if the applicant is a minor).

The student will also be asked to submit a Third-Party Release in their MyCSN account to give the assigned mentor access to receive their “Directory Information” following FERPA policy. You will receive more information about the FERPA policy in this module.

The Nevada Promise office will notify the student and the mentor separately of their names, contact information, industry and program of study.
Students are responsible for contacting their assigned mentors and observing the scholarship program deadline of June 1.

We ask as a mentor for a commitment of three to five hours per semester to the program.

The initial mentor meeting must take place in-person. Mentors can select the location, time and date of the meeting.

If you mentor more than one student, you can meet as a group if you and your mentees would like.
CSN will facilitate a Mentor Meet and Greet Day at the main campuses in the spring semester.

More information will be provided via email with the names of your students and a link to the registration page.

Mentors are required to submit an online Mentor Response Form to document the completion of their initial meeting requirement by June 1.

The link to the online form is provided via email during the initial pairing. You can contact our office for assistance with this step.

After the official requirement is completed, mentors can contact their student(s) once a month via email, text or call. Mentors will be provided suggestions about important information to share with student(s).
Guide the students through the Nevada Promise Scholarship requirements and be part of their support system. Mentors are encouraged to continue to check in with assigned student(s) until the beginning of the fall semester in August.

Final Nevada Promise Scholarship Eligibility will be confirmed with the CSN Financial Aid office at the beginning of the fall semester.

The Nevada Promise Scholarship is a last-dollar award. Scholarship awarding will only happen once the student has received all available funding and their schedules are set for the semester. Some students are not awarded until after the semester has started due to sudden changes to their schedules, or other funding becoming available to them (private or state funding).

We ask for your continuous support and patience during the process. We encourage mentors to inform and share with student(s) to remain calm and to check their MyCSN page daily to learn if there are any changes to their account.
CSN does add a hold to the student's account to ensure the student is not dropped from courses for non-payment. This shows up in the "To Do" list in the students’ MyCSN account.

Mentors once the Nevada Promise Scholarship Eligible student list is available you will be notified of how many students remained in the program with instructions on next steps.

Under the new structure, mentor and student are expected to continue their mentoring relationship until the student completes their program of study at CSN. As the student maintains eligibility for the scholarship, the mentor will be notified of their good standing in the program at the beginning of each semester. It is the student’s responsibility to contact their assigned mentors and observe the program deadlines.

Once the student becomes CSN student eligible to receive the scholarship, mentors must document two meetings per academic year. One meeting must be documented on or before January 1 for the fall semester; and the second meeting must be documented on or before June 1 for the spring semester until the end of their academic program or up to three years, whichever comes first.
Remember CSN offers opportunities for in-person mentoring meetings in public spaces throughout the campuses with a pre-set schedule. *Visit our website for more information.*

We are actively recruiting mentors in our community. Help us spread the word! Nevada Promise requires that:

- Mentors be at least 21 years of age
- Mentors cannot be compensated for their mentoring services
- Applicants must pass a criminal background check before serving as a mentor. CSN will cover the cost of the criminal background check. The background check must be conducted every three years.
- A mentor may not be assigned a mentee they employ or who is closely related to them (within the third degree)
- Complete a training offered by the community college

Community members interested in becoming mentors must follow the next steps:

- Visit ([www.csn.edu/mentor-application](http://www.csn.edu/mentor-application)) the Nevada Promise Mentor site and complete an application or recommitment form.
<table>
<thead>
<tr>
<th>The mentor must participate in a mandatory training. By successfully completing the online training, you will meet this requirement.</th>
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<tbody>
<tr>
<td>The law that created the Nevada Promise Scholarship requires all mentors to undergo a criminal background check. The cost for the criminal background check will be covered by CSN.</td>
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<td>The CSN Nevada Promise team is committed to providing appropriate training for mentors and mentees to learn about college readiness and preparedness, as well as offering additional support as needed.</td>
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<td><strong>The Family Educational Rights and Privacy Act (FERPA)</strong> is a Federal Law designed to protect the privacy of a student’s education records. It is applicable to schools that receive funds from the US Department of Education. It protects personal information from being distributed to third parties. CSN must have a signed acknowledgement from the student before personal information can be released to a third party (i.e. attorney, employer, etc.).</td>
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<td><strong>Appropriate Mentoring</strong></td>
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Mentors provide general guidance and share appropriate college or life experiences. They demonstrate a positive attitude and enthusiasm about their field of expertise. They communicate with their mentee only via approved CSN channels. Mentors share community service opportunities with mentees. If needed, they refer students to our CSN Counseling and Psychological Services (CAPS) and/or other campus resources.

**Inappropriate Mentoring**
Mentors must not act as an academic advisor. They must not share inappropriate life stories or display vulgar language or behaviors. Mentors must not add mentees onto social media platforms. It is discouraged to engage in mentoring activities outside CSN provided locations such as home or non-public locations. Mentors must not overlook or ignore students in distress.

**Strategies & Tips**
Mentors must practice Core Mentoring Skills such as:

- Listening
- Building Trust
- Encouragement
- Identifying Goals vs. Current Reality
- Recognize areas in need of improvement
- Motivate & Inspire
Mentors are to provide support and encouragement to their mentees to manage learning, maximize potential and develop skills to attain their educational and career goals.

Soft-Skills/21st Century Skills

Today’s students must remain competitive in a changing job market. Understanding the importance of developing transferable skills and a career path throughout their post-secondary education is imperative to our students.

The Glossary of Education Reform explains that “Generally speaking, 21st Century Skills can be applied in all academic subject areas, and in all educational, career, and civic settings throughout a student’s life.

Mentors and mentees can discuss the importance of enhancing the following skills during their mentor session:
• Critical thinking is the analysis of fact to judgement

• Creativity is the use of your imagination or original ideas

• Collaboration is the practice of working together to achieve a common goal

• Communication is to convey a thought or idea clearly and concisely

• Information literacy is about understanding facts, especially data points, encountered online
| **Media Literacy** | Media literacy is identifying publishing methods, outlets, and sources of credibility |
| **Technology Literacy** | Technology literacy is basic information they need to understand perform tasks and why |
| **Flexibility** | Flexibility is the expression of someone’s ability to adapt to changing circumstances |
| **Leadership** | Leadership is the action of leading a group of people or an organization |
| **Initiative** | Initiative requires students to be self-starters |
Productivity is the ability to complete work in an appropriate amount of time.

Social skills are means we use to make connections with others around us.

Documentation/Reporting

Acceptable Mentoring Program Documentation include an online Mentor Response Form to document the one-on-one mentor meeting for each student assigned.

Documentation Steps:
• Mentors must complete online questionnaire after their first meeting with their mentee in the fall semester before Jan. 1 and once again in the spring before June 1.

• CSN Promise staff will validate the form and will input meeting information into the Nevada Promise student database to record the completion of the requirement.

You have completed Module #2. Please proceed to Module #3.