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Program Overview

Our Mentor Program serves as the foundation upon which we are building and strengthening our Biological Sciences community at UC Irvine. This program is simply the first step in bringing together some of our most valuable resources – students, alumni and the community.

Armed with a degree, most college students stand poised – ready to conquer the world. But too many are unprepared for the foibles and unpredictability of the job market or graduate school. Unfortunately, a degree does not ensure clarity of career path nor the best approach to take.

To help college graduates not only survive, but be successful, the Ayala School of Biological Sciences has created a Mentor Program. This program pairs alumni and community professionals with students with similar interests. Mentors provide academic and career guidance, networking opportunities, and insights into the working world. They can help students answer such questions as: What can I do with my degree? Should I go to graduate or professional school? Where do I see myself in five years?

Mentors will help guide students as they map out areas for their personal and professional development, request information about careers and industries, and seek feedback about issues of concern. This mentor program gives students an edge and enables our students to distinguish themselves as they pursue graduate school and/or enter the workforce. With the mentors’ invaluable knowledge and experience of the working world, students can learn to become confident, proactive, and competitive, which is especially critical in today’s economy and volatile environment.
15 Laws of Mentoring

1. **The Law of Positive Environment**
   Create a positive environment where potential and motivation are released and options discussed.

2. **The Law of Developing Character**
   Nurture a positive character by helping to develop not just talent, but a wealth of mental and ethical traits.

3. **The Law of Independence**
   Promote autonomy; make the student independent of you, not dependent on you.

4. **The Law of Limited Responsibility**
   Be responsible to them, not for them.

5. **The Law of Shared Mistakes**
   Share your failures as well as your successes.

6. **The Law of Planned Objectives**
   Prepare specific goals for your relationship.

7. **The Law of Inspection**
   Monitor, review, provide feedback, and discuss potential actions. Do not expect performance without inspection.

8. **The Law of Small Successes**
   Use a stepping-stone process to build on accomplishment and achieve great success.

9. **The Law of Direction**
   It is important to teach by giving options as well as direction.
10. **The Law of Risks**
Mentors should be aware that their students’ failure may reflect back on them. Students should realize that their mentors’ advice might not always work.

11. **The Law of Mutual Protection**
Maintain privacy. Protect the integrity, character, and insights that you’ve shared with one another.

12. **The Law of Communication**
Mentors and their students must balance listening with speaking.

13. **The Law of Extended Commitment**
The mentoring relationship extends beyond the typical work or school day.

14. **The Law of Life Transition**
As mentors, when you help your students enter the next stage of their lives, you will enter the next stage of yours.

15. **The Law of Fun**
Make mentoring a wonderful experience – laugh, smile, and enjoy the journey.

Roles and Responsibilities

Student

Role
The partnership between mentor and student is built upon trust, respect, and professionalism. As a student, you will have the opportunity to:

- Receive constructive feedback about personal and professional skills.
- Learn about specific jobs, career paths, industries, and organizational cultures.
- Obtain advice about professional conduct.
- Pursue networking opportunities.
- Work with your mentor to achieve a specific goal.

Responsibilities

- Initiate and maintain contact with your mentor.
- Communicate clearly your interests and needs, and setting realistic goals.
- Set realistic expectations regarding method and frequency of communication with your mentor.
- Be available and maintaining consistent contact.
- Listen to your mentor.
- Accept advice and feedback gracefully without becoming defensive.
- Express gratitude to your mentor when given opportunities or invaluable knowledge.
Roles and Responsibilities
Mentor

Role
The partnership between mentor and student is built upon trust, respect, and professionalism. As a mentor, your role is one of Coach, Guide, Motivator, Advisor, and Role Model. You will be responsible for:

- Providing constructive feedback about your student’s personal and professional skills.
- Sharing knowledge about specific jobs, career paths, industries, and organizational cultures.
- Giving advice about professional conduct.
- Facilitating networking and other opportunities your student can explore.
- Guiding your student toward achieving a specific goal.
- Communicating clearly your expectations and goals.
- Being available and maintaining consistent contact.
- Listening to your student.

Benefits of Mentoring:
- Enrich your own life by making a difference in someone else’s.
- Reconnect to The School of Biological Sciences on a personal level.
- Gain new skills as you advise and counsel students.
- Share your own experiences and insights.
Do’s, Don’ts and Requirements
Student

Requirements:
• Must be in good academic standing with normal progress.
• Must be at least 18 years of age.

Do:
• Initiate and maintain contact with your mentor.
• Communicate and respond to your mentor in a timely manner.
• Plan an agenda or develop key questions for each meeting to ensure focus.
• Keep appointments with your mentor and be punctual.
• Approach discussions with an open mind.
• Respect confidences.
• Accept constructive feedback gracefully
• Contact Elizabeth Meredith (see contact resources) if you are unable to connect with your mentor or fulfill your obligations or other problems.

Don’t:
• Ask for or expect a job or internship from you mentor.
• Neglect contacting your mentor to set up meetings.
Do’s, Don’ts and Requirements

Mentor

Requirements:
- Must have at least a bachelor’s degree in Biological Sciences.
- Must have relevant work experience.
- Must have a basis for participation or desire to help and give back.

Do:
- Keep your appointments with your student.
- Communicate and respond to your students in a timely manner.
- Listen actively to questions and concerns.
- Encourage discussion.
- Approach discussions with an open mind.
- Maintain a high level of trust, respect, and professionalism.
- Respect confidences.
- Contact Elizabeth Meredith (see contact list) if you are unable to connect with your student or fulfill your mentor obligations.

Don’t:
- Hesitate to provide your student with constructive feedback.
- Hesitate to contact your student if you’ve not heard from him/her for awhile.
Suggested Activities

Highly Recommended
Attend Kick-Off Reception on Thursday, November 10, 2016 from 7:00pm – 8:30pm in Doheny Beach AB, UCI Student Center.

Suggested

- Invite your mentor for breakfast, lunch, dinner, or coffee.
- Meet your mentor at his/her office or place of work to attend a staff meeting, tour the organization, and meet colleagues.
- Ask your mentor if you can shadow him/her or one of their colleagues to illustrate a “typical day.”
- Ask about the possibility of attend a conference, seminar, or professional association meeting with your mentor.
- Ask your mentor to about arranging a networking opportunity for you to meet his/her colleagues and other professionals in your field(s) of interest.
- Participate in a fun outing with your mentor.
# Academic Calendar

## Fall Quarter, 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter Begins</td>
<td>Sep. 19 (Mon.)</td>
</tr>
<tr>
<td>Academic Advising and Orientation</td>
<td>Sep. 19-21 (Mon.–Wed.)</td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Sep. 22 (Thu.)</td>
</tr>
<tr>
<td>Veterans’ Day Holiday</td>
<td>Nov. 11 (Fri.)</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Nov. 24–25 (Thu.–Fri.)</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>Dec. 2 (Fri.)</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Dec. 3–9 (Sat.–Fri.)</td>
</tr>
<tr>
<td>Quarter Ends</td>
<td>Dec. 9 (Fri.)</td>
</tr>
<tr>
<td>Winter Administrative Recess</td>
<td>Dec. 23–Jan. 2 (Fri.–Mon.)</td>
</tr>
</tbody>
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## Winter Quarter, 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Quarter Begins</td>
<td>Jan. 4 (Wed.)</td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Jan. 9 (Mon.)</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>Jan. 16 (Mon.)</td>
</tr>
<tr>
<td>Presidents’ Day Holiday</td>
<td>Feb. 20 (Mon.)</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>Mar. 17 (Fri.)</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Mar. 18–24 (Sat.–Fri.)</td>
</tr>
<tr>
<td>Quarter Ends</td>
<td>Mar. 24 (Fri.)</td>
</tr>
</tbody>
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## Spring Quarter, 2017

<table>
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<tr>
<th>Event</th>
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<tr>
<td>Quarter Begins</td>
<td>Mar. 29 (Wed.)</td>
</tr>
<tr>
<td>Cesar Chavez Day Holiday</td>
<td>Mar. 31 (Fri.)</td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Apr. 3 (Mon.)</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 29 (Mon.)</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>Jun. 9 (Fri.)</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Jun. 10–15 (Sat.–Thu.)</td>
</tr>
<tr>
<td>Quarter Ends</td>
<td>Jun. 16 (Fri.)</td>
</tr>
<tr>
<td>Commencement</td>
<td>Jun. 16–19 (Fri.–Mon.)</td>
</tr>
</tbody>
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Contacts & Resources

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