

## Things to Keep in Mind

### Goals

Goals are set by the mentoring pair very early in the relationship, but they may be modified at any time. The mentee is expected to articulate the goals s/he wishes to pursue; a good understanding of the desired goals is likely to lead to a more satisfactory relationship.

### Progress

Remember to review your goals periodically so that you can gauge your progress. If you're on track, great. If not, you may need to reassess your goals or modify your process for getting there. Also, please remember that mentors are not expected to know all the answers. Mentees are encouraged to become familiar with, and take advantage of, resources available outside the mentoring program that will help him or her reach the stated goals.

### Satisfaction

To get the most from your Internship experience, you should be prepared to engage in open and honest communication with your mentor and to adapt when necessary. The most successful mentoring partnerships have clearly established expectations and goals that are:

- Conceivable
- Achievable—given the mentor and mentees strengths, abilities, and resources
- Challenging, and
- Measurable

## Committee Members

Andrea Henderson  
Rica Calhoun  
Ronald Williams  
Oswald Warner  
Anna James  
Christie Carmack  
Holly Fecht  
Janna Deitz  
Katerina Dawson

## For more information contact:

Rica Calhoun  
AA Administrative Internship Committee  
Western Illinois University  
Office of Equal Opportunity & Access  
203 Sherman Hall  
Macomb, IL 61455

ph 309.298.1977  
fax 309.298.3445



## Affirmative Action Administrative Internship Program

## Getting Started



*“The only way of finding the limits of the possible is by going beyond them into the impossible.”*

Arthur C. Clarke



## The Basics

### What should I do first?

If you haven't done so already, you will need to do a bit of self-reflecting to determine:

- Where you are now in your professional career?
- Where you want to go in your professional career?
- What skills/experiences you need to get you there?

### Next you should...

consider which administrators and/or administrative areas you feel will provide you with the best opportunity to gain the skills/experiences you need to get you where you want to go.

Please note: these must be administrators or administrative areas outside of your current college or division.

Once you have identified the administrators and/or areas, you need to have a conversation with the administrators in order to determine if a mentoring relationship is possible. During the initial conversation you should share information about the experiences/skills you wish to develop and any ideas you have for a specific project. If you have yet to formulate a project idea, let the administrator know that you are open to his/her suggestions. Although projects sometimes change, it's best to have an idea in mind of what you'd like

to accomplish during the internship. Once you have identified two potential administrative mentors...

### Then you should...

complete the Affirmative Action Administrative Internship application form and submit by **Friday, February 13, 2015**. **Please note:** the application form suggests that you name two potential mentors. Visit: [http://www.wiu.edu/equal\\_opportunity\\_and\\_access/internship.php](http://www.wiu.edu/equal_opportunity_and_access/internship.php) for more information. Applications are accepted only through Interview Exchange.

### What happens next?

After the application deadline has passed, the Affirmative Action Administrative Internship Committee (AAAIC) will meet to evaluate the applications. At this point, the committee may deny the application or invite the applicant for further consideration. Those applicants who will be considered further are invited for a formal interview with the AAAIC. After the interviews are completed, members of the committee will contact those administrators who have been named as potential mentors to ensure their willingness to participate. The applicants will be notified in late April or early May, whether their internship has been granted.

### Once your internship is granted...

you should spend some time further developing your project plan and developing some internship goals. This may include more self reflection, a little research and conversations with your mentor. Doing these things in advance will allow you to get a quick start once your internship actually begins. Note: please be cognizant of taking up too much of your mentor's time, prior to your internship officially starting.

### Once your internship officially starts you should meet with your mentor to...

- Discuss project and goals
- Clarify expectations
- Establish regular meeting times

Throughout the Internship, you should check the progress of your goals (or rewrite them, if plans have changed) to ensure that your internship stays on track. You should also arrange a meeting with the AAAIC to provide a brief mid-internship report.

If you have any questions or concerns during your internship, you should address them with your mentor, if possible. The AAAIC Chair and committee members, as well as the Director of Equal Opportunity & Access, are also available for your support.

### Once your internship is complete...

you will be expected to write a report on your Internship accomplishments and experiences. This report should be submitted to the AAAIC Chair within 30 days of the completion of your internship.

