...should make a serious commitment to helping the intern learn new information, gain a broad understanding of the institution, and engage in critical thinking and problem solving as appropriate to the area of placement.

What responsibilities does my AA intern have toward me?
The intern…

...should take the responsibility to inform the mentor if anything needs attention during the internship.

...should perform in his/her internship activities to his/her best abilities, and make a commitment to treat the internship as seriously as s/he would perform a job.

What is inappropriate to ask an AA intern to do?
Interns should…

...NOT be expected to do any more clerical work than the mentor does.

...NOT be expected to stand in for the mentor in carrying out the mentor's administrative duties.

What is my relationship with the AA Administrative Internship Committee?

The AA Administrative Internship Coordinator will contact you to discuss the intern's plans and progress, both before and during the internship.

You should contact the Office of Equal Opportunity and Access if any concerns, problems, or questions arise.

Remember, these are GUIDELINES only and not a recipe for success!

Each intern and mentor should develop their own unique relationship that is effective for both parties.

Committee Members

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Affirmative Action Administrative Internship Program

A Guideline for Mentoring

"There comes that mysterious meeting in life when someone acknowledges who we are and what we can be, igniting the circuits of our highest Potential."
- Rusty Berkus

Do I have time to be a mentor?

A conservative estimate of the amount of time needed to mentor includes:

Planning for internship and project
5-10 hours

One on one meetings with intern
1-2 hours every week

Taking intern to meetings, etc.
Up to 10 hours a week

A mentor can expect to invest more time working with and guiding an intern at the beginning of the internship. For instance, a mentor might plan to meet with his/her intern in one to one meetings at least every two to three days at the beginning of the internship, but only once a week later in the internship.

How do I get started?
The mentor…

...should spend a significant amount of time with the intern at the beginning of the internship to be certain that the intern knows what is expected and how to make progress in the internship.

...should provide reading materials about the mentor's area, job, and activities.

…should provide specific guidelines to the intern for how s/he should spend his/her time, particularly at the beginning of the internship.

...should work with the intern to develop a plan for specific goals that will be accomplished during the internship, including a plan for a specific project.

What is my role in the AA intern's project?
The mentor…

...is expected to have a more thorough understanding of the types of activities that constitute a "project" for the intern to work on, and thus typically provides a significant amount of help to the intern in selecting an appropriate project.

...should guide the intern in choosing as well as carrying out a specific project, appropriate to the mentor's area, that allows the intern to exercise some administrative skills, to work with other members of the university community, and to produce an identifiable outcome that the intern has held primary responsibility for.

What information should I provide for my AA intern?
The mentor…

...should explain what his/her overall job entails, how his/her job fits into the appropriate area of the university, and into the university as a whole.

...could explain who reports to him/her (by function).

...could explain what his/her vision is for the area s/he administers, and why.

...should explain to the intern what his/her definition of "administration" is and how administration is different from other jobs in the appropriate area.

What activities should I plan for my AA intern?
The mentor…

...should plan to take the intern along to any/all meetings which the mentor attends in his/her job.

For each meeting, the mentor should explain to the intern what the particular meeting was about in relation to its history, what the mentor's own role is in the group, what the other group members' roles are in the group and at the university, what the general task of the group is, how this group fits into the mentor's overall job, and how this groups fits into the larger university context.

...might consider allowing the intern to "rotate" among areas which report to the mentor. If so, then the mentor should ensure that all those hosting the intern are knowledgeable of the mentoring guidelines (copies of this document are available from the Office of Equal Opportunity & Access.)

...might consider having the intern "shadow" him/her for a period of time.

...should ensure that the intern has multiple opportunities to observe and participate in many of the university's administrative decision making processes.

...should expose the intern to appropriate aspects of the mentor's policy development and interpretation.

What responsibilities do I have toward my AA intern?
The mentor….

...should provide a "space" for the intern, including a desk, chair, phone, and computer (as appropriate). The "space" should be in the mentor's physical location.

...should take the initiative to help the intern periodically assess his/her progress on meeting (or revising) all the goals and objectives identified for the internship.

...should be willing to closely guide the intern's project plans (particularly at the beginning) and continue to provide support and advice as the project matures.

...should consider providing some support for the intern to attend appropriate conferences, buy supplies, etc.