

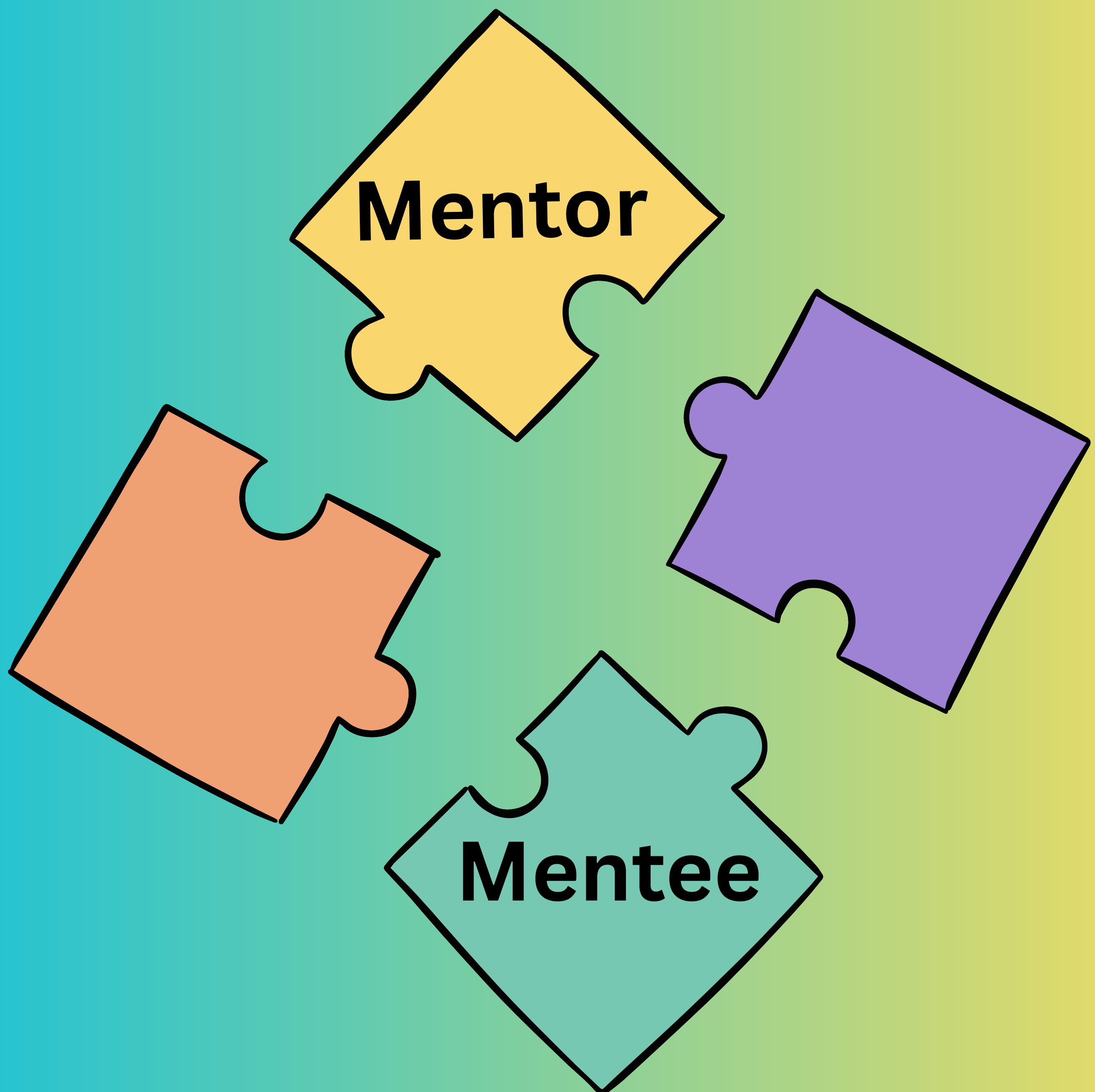
United and Mutually Equal



Connections Mentoring Program

MENTOR/MENTEE MANUAL

2025-2026





United and Mutually Equal **Connections Mentoring Program**

Office of Inclusive Excellence

Phone: 413-796-2369

Office Hours: Monday – Friday 8:30 AM – 4:30 PM

Location: St. Germain Campus Center, Second Floor Room: 233

Contact Information

H. Kolu Sharpe

Director of Cultural Education and Inclusion

Tel: 413-796-2369

Email: kolu.sharpe@wne.edu

Mentor Coordinators

Trinity Bonaparte	Tel: 860-770-4343	Email: Trinity.Bonaparte@wne.edu
Chikaodinaka Onyiuke	Tel: 201-467-1670	Email: Chikaodinaka.Onyiuke@wne.edu
Kayla Holmes	Tel: 413-374-8361	Email: Kayla.Holmes@wne.edu
Natalie Colon	Tel: 413-219-6953	Email: Natalie.Colon@wne.edu
Natahlia Miller	Tel: 413-309-9320	Email: Natahlia.Miller@wne.edu

Connections Mentoring Program E-mail:
wneconnectionsmentoring@gmail.com

Facebook Page: WNE United and Mutually Equal Connections Mentoring Program

Facebook Group: U&ME Connections Mentoring Program

Twitter: [@wneconnections](https://twitter.com/wneconnections) Instagram: [@wneconnections](https://www.instagram.com/wneconnections)

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MISSION STATEMENT

**THE UNITED AND MUTUALLY
EQUAL CONNECTIONS
MENTORING PROGRAM
PROVIDES DEDICATED SUPPORT
AND GUIDANCE TOWARDS
EXCELLENCE, IN THE AREAS OF
ACADEMIC, PERSONAL, AND
SOCIAL DEVELOPMENT, TO
IDENTIFIED FIRST-YEAR,
TRANSFER, INTERNATIONAL,
AND/OR FIRST GENERATION
STUDENTS WHO MAY BE FROM
UNDERREPRESENTED /
MARGINALIZED BACKGROUNDS.**



Mentor/ Mentee Code of Conduct:

As a Mentor/Mentee participating in a mentoring relationship, I agree to:

- *Be supportive; a mentor first, and a friend second*
- *Demonstrate professionalism at all times*
- *Not be exploitative in any way, neither have a relationship that is open to misinterpretation. (Having intimate relationships with your Mentor/Mentee is strictly prohibited.)*
- *Be open and truthful with myself and my Mentor/Mentee*
- *Respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable*
- *Follow both the state laws governing the use of alcohol and other drugs as well as the University's Code of Conduct. (Inappropriate or illegal behaviors with Mentor(s)/Mentee(s) may result in dismissal from the program.)*
- *Respond to the mentee's needs and agenda; not to impose my own agenda.*
- *Discuss and agree on how we wish the relationship to work, keeping in mind the confidentiality agreement*
- *Be aware of, and adhere to, the guiding principles relating to activities undertaken as part of the mentoring program. Participating in events for which I sign up. (Failure to show up without giving prior notice may result in being responsible for covering the full cost of the event.)*
- *To submit Communication Logs; Please see page 14 of this manual for details on the logs.*



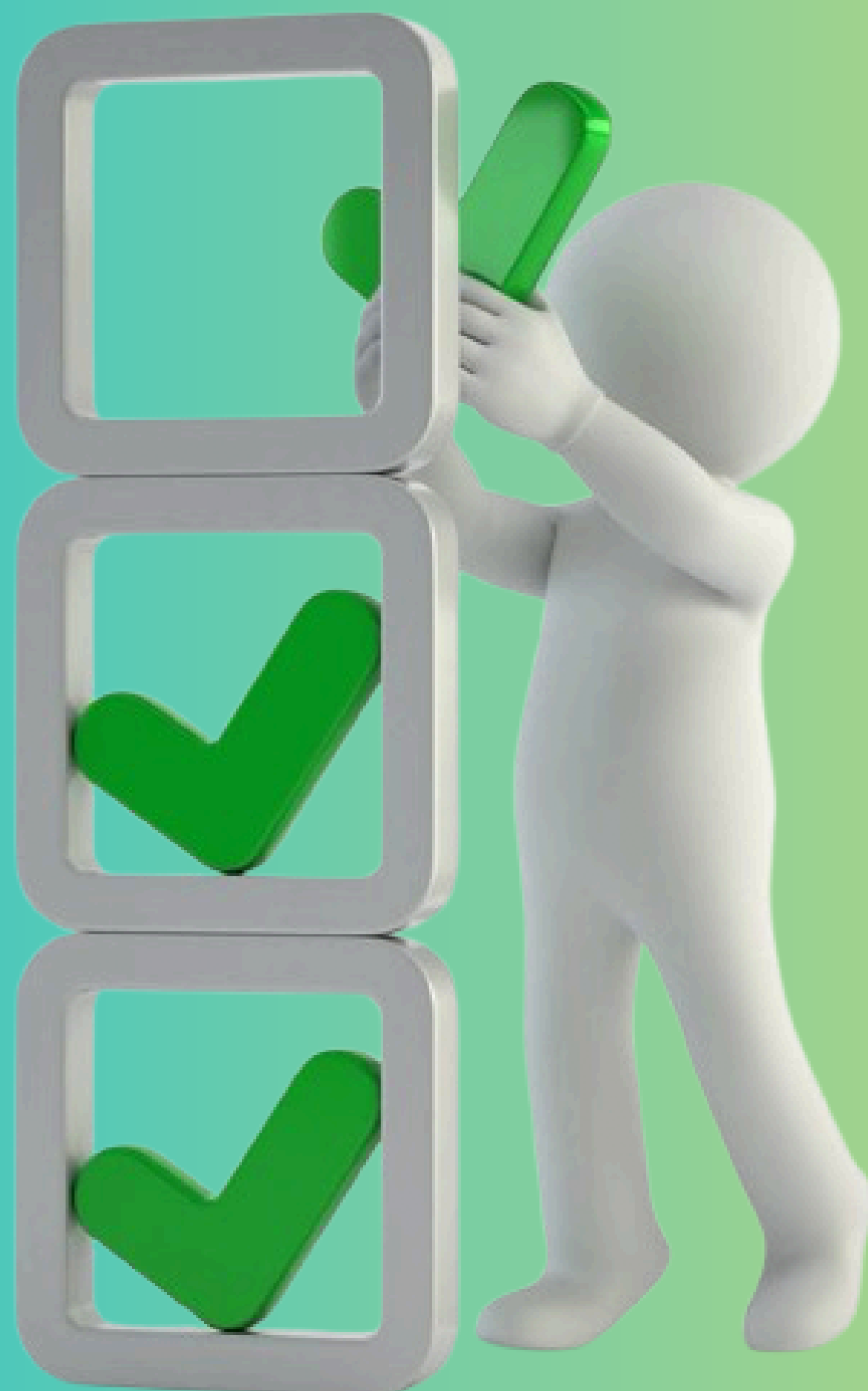
Mentor/ Mentee Code of Conduct & Expectations:

- *Check Kodiak and my WNE email every other day to ensure receipt of updated information or announcements. (Failure to check will not be an acceptable excuse for missing information.)*
- *To attend all programs sponsored by the U&ME Connections Mentoring Program. (United and Mutually Equal (U&ME), serves as an integral part of the Mentors Program, as the program was formed from former members of U&ME. As such, Mentors and Mentees are encouraged to attend and support U&ME programs, especially the major events.)*
- *Attend monthly meetings which are held the first Tuesday of every month. (In the event of an absence, Mentors and Mentees are required to check Kodiak for meeting agendas and meet with the Graduate Assistant.)*
- *Work with my Mentor and a Mentor Coordinator to chair at least one program/event during the academic year. Points will be added and/or deducted based on your attendance/participation in all programs/events. (Mentees Only)*
- *Discuss any absences with my Mentee(s) and report it to the Graduate Assistant and the Mentor Coordinators prior to the meeting or event. Points will be added and/or deducted based on your attendance/ participation in all programs/events. (Mentors Only)*

Mentor Duties:

To maximize my mentor relationship, I agree to:

- **Communicate with my mentee through my specific school email account, as well as having in-person meetings at least once a week.** Phone calls, texts, or social media should not be your only form of communication. Appropriate means of communication must be established and agreed to with your mentee.
- **Adhere to all responsibilities listed on the Mentor Agreement form.** This form provides more detailed objectives for your role. It is very important that you reflect on those throughout your mentoring experience.
- **Maintain a strong academic standing.** Mentors are expected to maintain a minimum of a 2.5 GPA.
- **Participate and serve in a leadership role in at least one community service-learning project per semester.** Work with your Program Coordinator or GA, to decide on your participation and leadership role in this project. This is a great way to demonstrate your leadership and to spend time with your mentee!



A Mentor Is:

Trusted Friend

Role Model

Listener

Guide

Encouraging

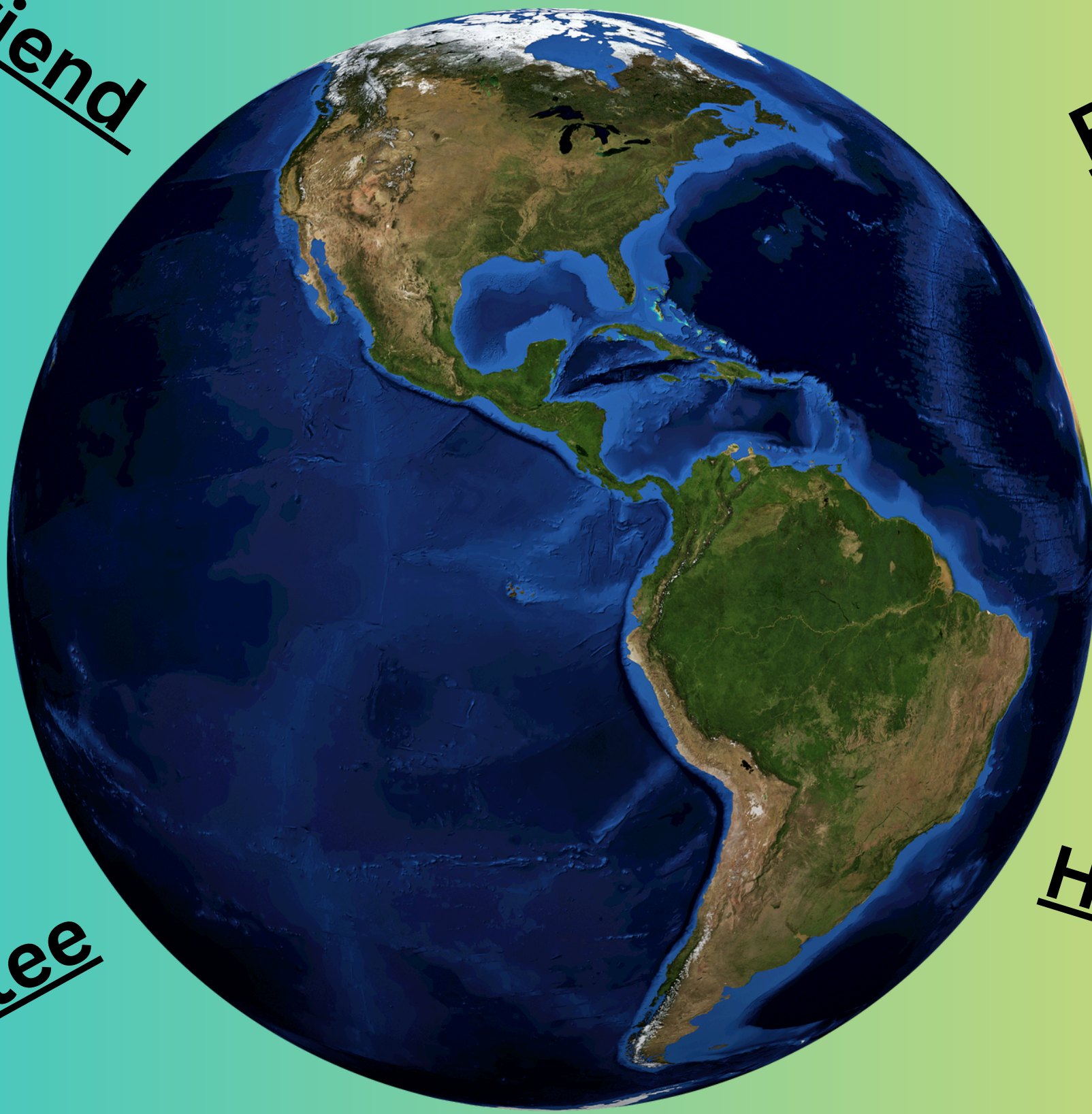
Support

Positive

Honest Facilitator

Ally to their mentee

Resource



A Mentor Is Not:

Social Worker

Therapist

Financier/ ATM

Judge

Romantic Partner

Counselor

Parent/ Gurdian

Academic Counselor



Primary Roles Of A Mentor:

The specific information shared between mentor and mentee depends on the goals of their relationship. A mentor may share with a mentee information about his or her own experience which may provide support, guidance, motivation, and role modeling; that may help with the mentee transition as well as career exploration, goal setting, resource identification and networking.

The Mentors role may change as the needs of the Mentee change.

To make the relationship work between the mentor and the mentee, each party needs to understand the roles they play.

Mentors should possess:

Willingness to volunteer time and energy needed to provide support and guidance to others.

The overall roles of a mentor include being:

An advisor and coach: Provides support, advice, guidance, and feedback; share their experience and expertise as appropriate; have enjoyable and fun meetings

Champion and cheerleader: A mentor does not merely give advice, but rather helps the mentee to weigh situations for a desired solution through a process of reflection, questions, challenges, and feedback allowing the mentee to come to their own decision or conclusion

Encourager: Provides encouragement and support to try new things; helps mentees move out of their comfort zones, celebrate successes, and help them understand when things do not go as planned

Resource: Identify resources that will help mentees with personal development and growth; encourage mentees to join networking opportunities and clubs

Their “truth-sayer”: Provide the tough feedback that mentees need to hear in order to move forward; push mentees to take risks when appropriate; help mentees consider and weigh potential consequences of decisions and actions to avoid the pitfalls and unpredictable surprises that may occur

Mentors do not:

1. Break Promises
2. Break Confidentiality (except in the case of their Mentee(s) potential harm to themselves or others)
3. Dominate or preach
4. Condescend
5. Judge
6. Condone negative behavior

CONFIDENTIALITY

Confidentiality is an important aspect of the relationship between the mentor and mentee and needs to be taken seriously. The information your Mentee(s) confide in you is important, and should be kept in the strictest confidence. Do not discuss the conversations between you and your Mentee(s) with fellow mentors, classmates, associates, roommates, and/or friends on or off campus. Be mindful of your surroundings when discussing concerns with Mentor Coordinators and/or the Graduate Assistant.

Confidentiality excludes instances of abuse or a dangerous situation where an individual may need the assistance of a professional staff member. If you are unable to determine what to do with information disclosed to you, or you hear something you may find questionable or concerning, please discuss with the appropriate personnel responsible for the program.





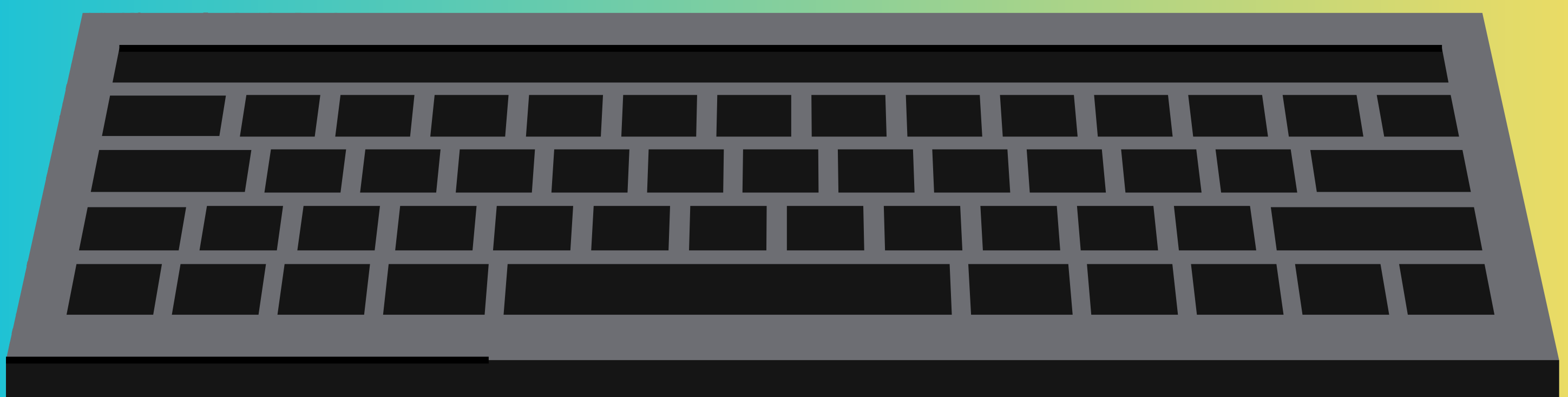
Communication Logs

The Monthly Communication Logs are used to keep the organizers of the program apprised of the progress of the Mentor/Mentee relationship, as well as provide us with insight on their progress and well being. Communication Logs are used to provide Mentors with support, feedback on how to address or accommodate certain needs and situations, including academic performance and adjustment. They are also used as a resource to design relevant program and activities based on the needs of the participants. This is one way to get Mentees connected to their peers and the campus community.

Mentors are asked to give a brief summary of their meeting including the context well as any encouragements, or concerns determined. Details of the logs are confidential, issues or concerns remains as such and is addressed accordingly.

communication Logs are submitted online monthly, one for each mentee. The logs are to be submitted before 11:59 PM EST the Sunday night before each Monthly Meeting.

Failure to submit Communication Logs in a timely manner may result in disciplinary measures, including a meeting with the Assistant Dean. and may result in loss of subsidies. Logs missed in excess of 2 months could result in lost points towards programs and can range up to dismissal from the program. It is the responsibility of supportive Mentors to acknowledge the well being of their Mentee(s), in order to quickly respond to any concerns.



A Sampling of Programs and Events

Academic Success Programs

- Math/Writing Tutoring
- Study Hall Sessions
- Academic Advising
- Finals Preparation

Educational Workshops

- Diversity and Inclusion Training
- Safe Space Training
- Leadership Training
- Counseling Services Workshops
- Career Development Workshops
- Public Safety Workshops
- Domestic Violence Workshops
- Title IX Workshops

Professional Development

- Leadership Conferences
- Diversity Conferences

Community Service

- Breast Cancer Walk
- Ronald McDonald House
- Boys and Girls Club

Social Events

- World Fest
- BBQs
- Movie/Bowling Trips
- Laser Tag
- Go Kart Racing

Cooperating Colleges of Greater Springfield

- CCGS Leadership Conference
- Social Issues Discussions
- Various networking and social events

Awards and Recognition

- Early Arrival Completion Awards
- Fall Semester Participation
- Year End Closing Banquet
- Academic Excellence Recognition
- Skookum
- Various Honors Societies

CLUB & ORGANIZATIONS

With over 70 clubs and organizations, will you get involved? A plethora of choices awaits you!

SPECIAL INTEREST GROUPS

Association of Role Players (WARP)	Men's Rugby Club
Black Student Union (BSU)	Model United Nations
Campus Chorus	National Society of Black Engineers (NSBE)
Cheerleading Club	NAMI on Campus
Chess Club	Newman
Community Action Rewards Everyone (C.A.R.E.)	One in Four
Dance Club	Outing Club
Entrepreneurship Club	Paintball Club
Feminists Unite!	Racquetball Club
Film Society	Sexual Misconduct Advocate Response Team (SMART)
Gender/Sexuality Alliance (GSA)	Society of Women Engineers (SWE)
Global Sustainability Club	Stageless Players
Golden Bear Bands	Step Squad
Golden Bear Commuter Council	Student Veteran's Organization
Hackerspace	Ultimate Frisbee
Health Awareness Team (W.H.A.T)	United and Mutually Equal (U&ME)
Improv on the Rocks	WARP (Role-Playing)
International Club	Writer's Workshop
Japanese Animation Society (WJAS)	

CAMPUS RESOURCES

D'Amour Library
Elin O'Hara, Director
413-782-1531

Athletic Department
Jenn Kolins, Director
413-796-2229

Public Safety
Chief Thomas Ford
413-782-1365/ 1300

Student Involvement &
Bridget Grim, Director
413-782-1560

Enrollment Services
Derek Fecke
Registrar
413-796-2080

Math Center
math.center@wne.edu,
413-782-1692

Health and Wellness
Lauren Dansereau,
Exec. Director
413-796-2308

Student Success/
Academic Affairs
Dominic Seguro, Asst.
Provost
413-782-1383

Student Payroll
Denise Kareta,
Payroll Manager
413-782-1762

Student Outreach & Support
Amanda Charter, Director
413-796-2629

Student Life
Kaitlin Bevins,
Dean of
Students
413-782-1316

Residence Life
Amanda Mills,
Director of Residence Life
413-782-1317

Writing Center
writtingcenetr@wne.edu
413-782-1263

Cultural Education and
Inclusion
H. Kolu Sharpe, Director
413-796-2369

Student Accessibility
Services
Tynisha Henderson,
Director
413-782-1257

OFFICE CAMPUSES

Springfield Police Department

130 Pearl Street Springfield,
Massachusetts 01105
Emergencies only: 911
Non-emergency matters:
413-787-6302
Email:
spd@springfieldpolice.net

Baystate Medical Center

759 Chestnut Street
Springfield, Massachusetts
01199
413-794-0000
www.baystatehealth.org

Mercy Medical Center

271 Carew Street
Springfield, Massachusetts
01104
413-784-9000
www.mercycares.com

Family Care Medical Center

1515 Allen Street
Springfield, Massachusetts
01108
413-783-9114
[www.familycaremedi-
calcenter.org](http://www.familycaremedicalcenter.org)

CVS Pharmacy

1242 Parker Streetd
Springfield, Massachusetts
01129
413-796-5501
cvs.com

YWCA Western MA (Domestic Violence Shelter)

1 Clough Street, Springfield,
MA 01118
413-732-3121
www.ywworks.org

SOURCES

Please contact Public Safety immediately, to report any campus related incidents and emergencies:

EMERGENCY: 413-782-1411

NON-EMERGENCY: 413-782-1300

Local Emergency

911

National Suicide Crisis Text Line

Text CONNECT to 741741

Use this resource for individuals in suicide crisis.

National Suicide Prevention Lifeline

1-800-273-8255

Use this resource for individuals who are in distress or displaying suicidal warning signs.

Poison Control

1-800-222-1222

Springfield Pregnancy Center

413-732-2006

National Drug/Alcohol Crisis Center

1-800-757-0771

National Domestic Violence Hotline

1-800-799-SAFE

WNEU Academic Success Center

413-796-2027

WNE University Advising Center

413-782-1312

WNEU Registrar

413-796-2080



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