



*"Being a UCF Mentor has allowed me to stay connected to the College of Nursing in a way where I can see professional growth and career development. I enjoy seeing how our UCF nursing students flourish in the Central Florida community providing safe, competent, and compassionate patient care."* - Elizabeth Medina Wren '07 '12MSN

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# **Knight Nursing Alumni Mentorship Program Manual 2018 – 2019**

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*"I wouldn't be where I am today if it weren't for the guidance and support of my mentors. They showed me how to utilize my own skills and knowledge to shine throughout my nursing career."* - Eliany Torrez Pon '18

## **Welcome from Your UCF Nursing Alumni Chapter Board Mentorship Chair**

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On behalf of UCF Alumni and the College of Nursing Alumni Chapter, I'd like to extend my sincere gratitude and excitement for your interest in the Knight Nursing Alumni Mentorship Program. It is with great pride and honor that we serve the college, its student body, and engage its alumni through our multi-purpose mentorship program.

Thank you to our dedicated and motivated students for participating, and thank you to our alumni for your passionate support of nursing education. Your feedback during this experience will be greatly appreciated and extremely valuable as we work together to develop this program and keep Knight nurses everywhere connected and learning from each other.

Sincerely,



*Kelly*

**Kelly Carlson Eberbach, DNP, MBA, RN, CPN, CPEN**

## **Program Contacts**

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## **Program Purpose and Goals**

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The Knight Nursing Alumni Mentorship Program was designed to create a bridge between graduating nursing students and the college's alumni. As previous graduates from the College of

Nursing, alumni are one of our greatest assets. Their valuable experience and guidance can and should be shared with our current student body to better prepare them for their future professional endeavors.

The College of Nursing Alumni Chapter matches mentors with mentees based on interests, career aspirations, and fields of expertise. Working together, students and alumni create a more inclusive, interconnected network for the college while preparing the next generation of nurses for their first experiences as working professionals.

**Program Goals for the Mentee:** To empower nursing students to become career ready professionals who can confidently transition into the work force with appropriate expectations set by a knowledgeable mentor already experiencing success in the nursing field.

**Program Goals for the Mentor:** To give nursing alumni the opportunity to give back to their alma mater by providing the next generation of nurses with the tools they need to succeed in transitioning to the work force, in return providing mentors with a space for professional development, an update on the current atmosphere of nursing education, and an appreciation for their UCF Nursing degree.

We greatly value your participation and hope that you enjoy an enriching experience as a mentor or mentee! This guide will evolve with our program, and we look forward to receiving your feedback at the end of your participation. Please take the time to review this manual before the mentorship process begins to ensure preparation and appreciation for the process.

## Mentor Role

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A Knight Nurse Alumni Mentor actively engages their mentee in the role of coach, guide and motivator. Graduating seniors have learned so much about nursing during their course of study, but helping them successfully transition into the nursing profession, is of critical importance. This is where you come in!

- **Coach:** Assist your mentee in developing SMART (Specific, Measurable, Attainable, Relevant, Time Bound) goals, and creating a realistic, refined, work plan toward achieving them. Also or alternatively, consider implementing the GROW (Goal, current Reality, Obstacles, Way forward) model for mentorship and coaching.
- **Guide:** Advise your mentee on professional conduct, including how to network, communicate, and represent themselves professionally.
- **Motivator:** Encourage your mentee to feel confident about their ability to meet goals and to be successful in their endeavors. Share information or feedback that will help them feel prepared to take on the next steps in their career.

Ultimately, it is our hope that as a mentor you act as a friend to your mentee helping them to transition into their career, not just their first job after graduation. Mentorship should be a comfortable relationship for each party which provides both members an enriching growth and learning experience. Thank you for helping future Knight Nurses fulfill their potential!

## Mentee Role

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A Knight Nurse Mentee is also actively engaged in the networking and developmental process with their mentor. Provide your mentor with an update on the current nursing education process. Additions of simulation technology and the transformation of the College of Nursing here at UCF might be new to your mentor. Be sure to share what your experience has been like so your mentor understands what you have been exposed to and can be thoughtful about additional areas for development.

An ideal student mentee has the following characteristics:

- A professional, respectful, mature demeanor when interacting with your mentor
- Ambition and motivation to grow as a nurse and professional
- Willingness to apply mentor insights
- Enthusiasm and interest in learning and expanding your thinking and skill set
- A positive attitude

All student mentees are expected to respond to their mentor in a timely manner and commit themselves to both the monthly requirements of this program and relationship building. Networking is a meaningful and highly beneficial practice and skill. Student mentees will benefit from this program based on the time and interest they put toward it.

## The Matching Process

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Students will be matched with their alumni mentor based on the interests and aspirations shared by both parties in their application forms. Matching will take place in early September and the first scheduled meeting of the program (as scheduled by mentor and mentee) should take place in late September - early October.

### **Mentees:**

You will be notified via email in September letting you know that you've been matched to a mentor. Your mentors name, email, phone, and brief bio information will be shared. ***It is your responsibility to reach out to your mentor within one week once the match***

***has been made to establish the relationship.*** If you need help in initiating conversations, program contacts are happy to assist.

### **Mentors:**

You will also be notified during this timeframe to let you know that you've been matched for the year. You can expect to hear from your student within one week. If you do not hear from your student, or have any questions or concerns, you too can notify program contacts.

## **Expectations for the Program**

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**Together, mentor and mentee should discuss your expectations for this program.** Both are advised to think about what your goal is for each meeting and how each should benefit. Ultimately, the mentor and mentee should create an exchange that is respectful and engaging for both parties. Ask thoughtful questions of one another and remember that mentorship is an ongoing process. Each meeting should be an opportunity to learn, but true development happens over time.

It may be difficult to find time to meet each month, so consider scheduling your next conversation at the end of each scheduled timeframe. Keeping this relationship a priority will add value and encourage growth for both mentor and mentee.

For those that are separated by distance, consider skype conversations, phone or email. For those that are both local, consider face-to-face meetings like attending a professional networking and development event together or College of Nursing Alumni event.

## **Program Timeline and Suggested Conversation Topics**

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For monthly meeting topic suggestions and talking points, as well as a more detailed timeline of the Knight Nursing Alumni Mentorship Program, review and consider the following:

### **September: Mentor and Mentee are matched**

- **Mentees:**
  - In mid-September, students will be notified via email that they've been matched with an alumni mentor.
  - Mentor's name, email, phone, and a brief bio will be shared. Students are required to reach out to their mentor **within one week**.
  - Once contact is made, scheduling should be discussed (best days, best timeframe, and September meeting date)
- **Mentors:**

- You will also be notified if you've been matched. Within one to two weeks you will be contacted by your student. If you should fail to hear from them by early September, please get in touch with program contacts.

### Getting to know you

- **Together:**
  - Discuss your backgrounds and get to know each other
  - Discuss needs, expectations, goals, and objectives for the mentorship experience
- **Mentees:**
  - Share with your mentor what your nursing education has been like as a way of updating them on the process. Consider discussing your biggest takeaways thus far in addition to the areas you still feel you need the most improvement in or the most additional experience.
- **Together:**
  - Establish your October meeting time and date (Review October events and consider attending those as your meeting or in addition to your meeting)

### October: What do you want to be?

- **Mentees**
  - You may complete free career assessments to determine your values, interests, personalities, and skills through [UCF Career Service's My Plan](#).
  - This will allow you to discuss with your mentor which areas of nursing align with your values, interests, personalities, and skills.
- **Together:**
  - Discuss the mentee's career interests and goals (Consider planning SMART goals)
  - Discuss and list the mentee's talents, skills and interests
  - Discuss the mentor's educational background and educational preparation
  - Discuss mentors job and work environment
    - What is your typical day on the job?
    - What percentage of each day do you spend in various work activities?
    - What is the title of the person to whom you report?
    - How free are you to do your work independently?
    - What types of problems are you likely to face during the day?
    - What are the most satisfying and the most frustrating parts of your work?
  - Establish November meeting time and date
- **Events this month:**
  - Plan to attend the **Knight Nursing Alumni Mentorship Program Kick-Off event** together! Event details are as follows:  
**UCF College of Nursing, Sixth Floor**  
**Wednesday, Oct. 24**

**6-8 p.m.**

*This event will include a short presentation, a tour of the college's simulation lab, and an opportunity for networking.*

**Register Here:**

<https://www.ucffoundation.org/CONMentorshipKickoff>

- Also consider attending the following College of Nursing event together:

**Orlando Health Nursing Lecture**

**Tuesday, Oct. 2**

**FAIRWINDS Alumni Center**

**1:30-5 p.m.**

**Find more information and to register, visit:**

<http://www.ucffoundation.org/OrlandoHealthLecture>

**November: Preparing for Your Career**

- **Mentors:**
  - Discuss job preparation
  - How did you prepare for this occupation?
  - What preparations do you recommend for a person entering this occupation?
  - What education/degrees/training/licenses are required or recommended?
  - If you could start all over again in launching your career, what steps would you take?
  - Consider a resume exchange and a mentee resume and cover letter critique
- **Together**
  - Establish December meeting time and date

**December: Networking and Your Skill Set**

- **Mentors:**
  - Encourage your mentee to make a new connection in their professional network this month. If applicable, suggest individuals they would benefit connecting with and advise them on how to approach that conversation.
  - Share your tips for networking. What works well for you?
- **Mentees:**
  - Consider conducting an [informational interview](#) with your new connection to learn about his/her career journey and to gain valuable advice to apply to your job search.
- **Together:**
  - Consider attending a professional holiday event together
  - Discuss professionalism and etiquette
    - What professional standards exist in the field?

- Dress code, dining, networking, time-sensitivity/urgency, etc.
- Establish January meeting time and date

### **January: Professional Development Opportunities**

- **Mentors:**
  - Discuss Sigma Theta Tau with your mentees, an organization with a chapter right here at UCF Nursing
    - <http://thecircle.nursingsociety.org/thetaepsilonchapter/home>
  - If you're a member of STTI, share your experiences and encourage your students to become involved
- **Together:**
  - Discuss other professional organizations in the field
    - How do these organizations serve their members?
    - Discuss using organizations to expand your network
    - Discuss a plan for getting involved with key organizations
  - Discuss other professional development activities (community volunteering, etc.)
  - Establish February meeting time and date

### **February: Interviewing**

- **Mentees:**
  - Complete a [Virtual Interview Experience](#)
  - Share the link containing your interview responses with your mentor, and then discuss during the February meeting. (This opportunity was created by Florida Hospital and UCF Career Services to prepare you for a Graduate Nurse interview.)
- **Together:**
  - Discuss student strategy for attending career fairs/expos
  - Discuss interviewing etiquette
    - Email and communication etiquette
    - Following-Up (Thank You Notes)
  - Discuss proper utilization of connections in the community
  - Review and discuss the virtual interview experience
  - Establish March meeting time and date
- **Events This Month:**
  - **College of Nursing Career Fair:** make sure mentees are prepared for the career fair on Tuesday, Feb. 26.

### **March: NCLEX Preparation**

- **Mentors:**
  - Encourage your student to feel prepared and calm as they look toward taking their exam!
  - Provide any and all relevant advice for the NCLEX and standardized testing
- **Mentees:**
  - Share what areas of strength you feel you possess or any areas you feel you need to focus on
- **Together:**
  - Discuss testing experiences
  - Discuss test preparation strategies
  - Establish April meeting time and date

### **April: Preparing For Your Future**

- **Mentors:**
  - Discuss the transition from school to work
  - Discuss advancement within career
    - What are the future trends and developments that you see affecting careers in the nursing field?
    - Is there a formal mentor program set up in your workplace?
  - Discuss final recommendations for your student as a summary of the mentorship experience
- **Together:**
  - Reflect on your experience! What have you learned? What was your biggest takeaway?
- **Events This Month:**
  - **6<sup>th</sup> Annual All-Class College of Nursing Alumni Reunion:** Consider taking your mentee to the alumni reunion for reunion year zero! This will be a great way to assist your mentee in expanding their network in a fun setting.
    - Registration details forthcoming. Be sure to check the events calendar for more information as we approach April  
<http://events.ucf.edu/calendar/10/ucf-alumni/upcoming/>

### **May: Graduation!**

- Although formal requirements are complete at this time, consider joining your student for the College of Nursing Recognition Ceremony to celebrate their graduation, in addition to other commencement events.

## Questions? We Have Resources!

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Contact Christina Gonzalez or your program contact if you have any questions. We're here to help!

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