

Prairie View A&M University Nurses Alumni Chapter

I.M.P.A.C.T. Mentoring Program

Welcome from the Chair

On behalf of the PVAMU Nursing Alumni Chapter, I'd like to extend my sincere gratitude to each of you for your interest and enthusiasm in the PVAMU Mentorship Program. The title, I.M.P.A.C.T. (Influencing **M**aximum **P**otential and **C**haracter **T**raits) was coined by alumna Mattie Mason, when she created the program in 2011. It is with great pride and honor that we serve the PVAMU College of Nursing, the student body, and engage alumni by sustaining the relevancy of this mentorship program as it strives to meet the needs of participants.

Thank you to the many dedicated and motivated students for participating, and to the nursing alumni for your deep commitment and wholehearted support of nursing education. Feedback from alumni mentors as well as student mentees during this experience, will be greatly appreciated and extremely valuable as we work together to achieve the goal of the mentorship program, which ultimately serves to keep PVAMU nurses everywhere, connected and learning from each other while contributing to the overall health of our nation.

Sincerely,



Viola Hebert, RN, BSN, MA

Program Contacts

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Program Purpose and Goals

The PVAMU Nursing Alumni I.M.P.A.C.T. Mentorship program provides a structured approach to increase student success and retention as they enter nursing programs and transition into the nursing profession. Additionally, the program is designed to bridge the gap and create a partnership between nursing students and the alumni. Alumni represent one of the greatest assets to the College of Nursing (CON) and PVAMU at large. When alumni share valuable experience, knowledge, motivation and guidance students are better prepared for success in their future professional endeavors. The following is a direct quote extracted from the RWJ Mentoring Program Toolkit (April 2017):

“Retention and graduation rates of racial and ethnic minority students continue to be a major concern for higher education researchers, policy makers, and practitioners. Berkner, He, and Cataldi (2002) reported that over one half of the Black and Latino/a students who enter a four-year college will fail to complete a bachelor’s degree within six years of matriculation, a rate much lower than that exhibited by their White counterparts. Because of the low rates of completion and the negative consequences that accompany them, educators must make efforts to increase persistence and degree completion among this population of students. Mentoring has long been considered a retention and success strategy for students and is related to positive academic outcomes.”

Vernell P. DeWitty, PhD, MBA, RN
Program Director

**Robert Wood Johnson Foundation New Careers in
Nursing Scholarship Program and Mentoring Program
Toolkit

(**NOTE: Select references are extrapolated from
the above document throughout this Guidebook)

Program Goals for Mentee:

- Empowerment as individual and professional
- Establish Career readiness and ability to Confidently transition from student into professional work force
- Develop realistic SMART goals and expectations facilitated by knowledgeable mentor already experiencing success in nursing field
- Experience personal and professional growth and development through reciprocal learning

Program Goals for Mentor:

- Enrichment through the opportunity to “give back” to their Alma Mater by providing the next generation of nurses with the tools and development of character traits they need to succeed in transitioning into the workforce
- Experience personal and professional growth and development through mutual learning
- Provide and participate in leadership and developmental opportunities for mentee

Mentorship Definition:

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn. Interaction with an expert may also be necessary to gain proficiency with/in cultural tools.

Mentoring has also been recognized as a learning engagement experience that encompasses growth for both the mentor and the mentee. This experience has a predictable structure that can be described in phases: **preparing, negotiating, enabling growth, and coming to closure.**

We greatly appreciate your decision to participate in the I.M.P.A.C.T Mentorship Program. We wish you a mutually satisfying experience and success in your chosen path. In our effort to keep this program dynamic and perpetual, we look forward to receiving your feedback at scheduled intervals and at the end of your participation. Please take the time to review this guidebook before the mentorship process begins to ensure your best preparation and appreciation for the process.

The Mentor

Criteria for Mentors:

1. Registered Nurse and Member in good standing with PV Nurses Alumni Chapter
2. Provide a short bio describing your professional experience, etc.
3. Communicate openly with students in person, by e-mail, fax, phone and/or mail, or virtual modes as appropriate. **NOTE: Take caution when posting photos and other messaging on social media.**
4. Attend orientation session for mentors (e.g., teleconference, text, face-to-face meeting, virtual, webinar, email etc.)
5. Participate with student and faculty for selected activities/networking opportunities
6. Have a sincere desire and willingness to help students by serving as a mentor
7. Openness to be a “trusted friend”
8. Be willing to fulfill requirements of program through summarizing/documenting the experience. Evaluating the program via the Mentor Encounter Form.
9. Commit to meeting (e.g., via telephone, person-to-person, face-time, virtual, etc.) with mentor at least two times per month and documenting each encounter.
10. Be willing to challenge the students to raise the bar for themselves
11. Good listener
12. Encourage students and provide honest feedback
13. Be a positive role model
14. Commit sufficient time to mentor a student or/or group of students
15. Be accessible enough (geographically, physically, virtually, etc.) for the students’ needs.
16. Actively support and facilitate the student’s learning
17. Be willing to work through issues and learn about yourself

Mentor Role:

1. **Guide:** Identify resources for problem solving and decision making and refer student as appropriate. Advise mentee on professional conduct, how to network, communicate and represent themselves professionally and cautionary posting via social context (e.g., posting on Internet and social media, etc.). Help mentee identify strengths and weaknesses; likewise, be open to identify one’s own strengths and weaknesses. Encourage activities to develop insight and personal vision. Provide academic subject knowledge support, as appropriate, and/or refer mentee to CON faculty.
2. **Coach:** Help identify mentee’s goals (short and long term). Assist mentee in developing SMART (Specific, Measurable, Attainable, Relevant, Time Bound) goals,

and create a work plan to achieve them. Encourage and motivate students to achieve their personal best in performance and behavior. Provide assistance as needed in such skills as job search and job interviewing, resume writing, professional networking. Provide opportunities for students to participate in relevant career-oriented and community activities that foster personal and professional growth and development. Work collaboratively with the faculty liaison/class sponsor in promoting the growth and development of students. Document or summarize mentorship encounters/experience as feedback of program.

3. **Motivator:** Role model behaviors, provide role modeling concerning professionalism and personal-social behavior. Provide psycho-social and emotional support through recognition, acknowledgement, and constructive feedback. Develop mutually respectful relationship. Attend activities that are significant to the student (i.e., pinning, honors programs, etc.).

The Mentee

Criteria for Mentees:

1. Current student enrolled in PVAMU College of Nursing (CON)
2. Ambition and motivation to grow as a nurse and professional individual
3. Commitment to the monthly meetings/contact requirements of the program
4. Open and honest communication with mentor
5. Commit to meeting (e.g., via telephone, text, person-to-person, face-time, virtual, email, etc.) with mentor at least two times per month.
6. Willingness to build a new relationship and work through issues as they arise
7. Understand that success depends on time, commitment, and interest shown in program
8. Participate with mentor and faculty at select programs and other networking activities
9. Accountable to respond to mentor in a timely and appropriate manner
10. Be an active partner in the process (e.g., be involved in assessing, planning, and implementing and evaluating your own learning needs). Take accountability and responsibility for personal growth and development.
11. Learn to negotiate agreements
12. Be a good listener
13. Communicate openly with Mentors in person, by e-mail, fax, phone and/or mail, text, virtual etc. NOTE: Take caution when posting photos and other messaging on social media.
14. Be willing to fulfill requirements of program by evaluating mentoring experience.
15. Be open for a reciprocal learning experience.

Mentee Role:

1. **Engaged Participant:** Be actively engaged in the networking and developmental process with your mentor. Provide updates about current nursing education programs/processes with mentor, as this will enable them to better help you. Additions of technology, such as the SIM lab and transformation of the College of Nursing might be new or different from when your mentor attended the program.
2. **Share Insights:** Be open to share experiences/issues/concerns with your mentor, in order to work collaboratively in problem-solving and/or to reach resolution. This approach may lead to opportunities to gain new insights and/or additional areas for growth and development. Consider how to incorporate various insights and perspectives as you transition through each academic level and into the professional workforce.
3. **Positive and Respectful Demeanor:** Earnest enthusiasm and interest in learning and expanding your thinking and skill set. Maintain a positive attitude. Choose to have a professional, respectful, mature demeanor when interacting with your mentor, faculty, and any classroom or professional environment.

Faculty Liaison

Faculty Liaison Role:

- Collaborate with Alumnus to schedule Mentorship Program meetings at College of Nursing.
- Provide initial distribution of I.M.P.A.C.T. Mentee Application Form to all students via email blast. This is an electronic form accessed via URL or QR Code via smartphones. This will occur September-October time frame.
- Provide a stimulating environment for Mentor Alumni Leaders and Mentees to experience self-discovery, growth, and personal fulfillment and achievement through a culture of continuous learning.
- Attend faculty meetings and inform staff, faculty, and students about I.M.P.A.C.T. Mentorship Program
- Invites I.M.P.A.C.T Mentorship Program leaders to College of Nursing for presentations and/or meetings with students as appropriate.
- Serve as point of contact with alumni committee chair when issues arise that warrant notification of faculty or College of Nursing.
- Attend Mentorship Committee meetings/training sessions as invited.

The Mentoring Process:

1. Program participants (Mentors and Mentees) will complete the I.M.P.A.C.T. Mentorship Program Application form at beginning of each semester (Fall and Spring). Students previously enrolled will renew their enrollment each semester. This allows the program to gauge Mentor/Mentee matches per semester. **NOTE: Students previously enrolled may continue with their current Mentor if desired.**
2. The PVAMU Nursing Alumni Chapter collaborates with students and matches mentors with students based on the interests, career aspirations, and field of expertise as indicated on their application forms. This will occur by the October meeting for the Fall semester and in January for the Spring semester.

Mentee:

At the beginning of the Fall and Spring semesters, the Faculty Liaison (s) will send Mentees an email with the URL/web link and flyer with QR codes directing you to the Mentee Application Form. Please go to:

Mentee Link –

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https://docs.google.com/forms/d/e/1FAIpQLSeYuck8U_8j75a_aVDEOobKeTFsTKeotAPXCic9XVwxfZ1zWw/viewform?usp=sf_link

Complete the electronic form within two weeks of receipt. For your convenience, the form is available on your mobile devices. Once you submit the form, it will automatically be directed to the Mentorship Program contacts. Subsequent communication from the Mentorship Program contacts will be via email.

You will be notified via email in September (Fall semester) and January (Spring semester), that you have been matched with a Mentor, your mentors name, email, phone number and brief bio will be shared. **It is your responsibility to reach out to your mentor within one week after the match has been made to establish the relationship.** If you need help in initiating conversations, program contacts are happy to help. Subsequent communication from the Mentorship Program contacts will be via email.

Mentor:

At the beginning of the Fall and Spring semesters, the Corresponding Secretary of the PVAMU Nursing Alumni Chapter will send you an email with the URL/web link directing you to the Mentor Application Form. Please go to:
Mentor Link –

https://docs.google.com/forms/d/e/1FAIpQLSf1WfcOnBcY5IUJV-ceOlpyx0m103WVgd4-Kr7K0jb47B0UPg/viewform?usp=sf_link

Complete the electronic form within two weeks of receipt. For your convenience, the form is available on your mobile device. Once you submit the form, it will automatically be directed to the Mentorship Program contacts. Subsequent communication from the Mentorship Program contacts will be via email.

You will be requested to participate in the Mentor-Mentee matching process during the month of September (Fall semester) and January (Spring semester). Expect to hear from your student within one week of the match. If you do not hear from the matched mentee(s), or if you have any questions or concerns, please feel free to notify program contacts.

Program Expectations:

Together, the mentor and mentee should discuss expectations for this program. Agree upon goals for each encounter and how this will benefit the student. In each exchange between the mentor and mentee, consider the following guidelines:

1. **Understand**. Understand where the student is coming from; being understanding, not critical, or judgmental. Times have changed; pressures have changed. Be empathetic. Remember: you were once a student!
2. **Patience**. The student may be experiencing psycho-social and emotional challenges under the rigors of academia, work or other circumstances, which may be manifested by atypical behaviors, frustration or fear. Listen! Coach and provide guidance and refer to Faculty Liaison as needed. Help them achieve **PATIENCE: PEACE UNDER PRESSURE!**
3. **Be Real**. We promote **EXCELLENCE**. Encourage mentees to achieve their personal best. Understand, that failure in life, does happen. No one is excellent at Everything. Help the student to reset, re-center and refocus, move forward and formulate a plan to achieve their goals. If at once you don't succeed, TRY, TRY, AGAIN. This may present a golden opportunity to share with the student a mistake you've made and how you came through it.

4. **Be A Good Role Model.** Strive to set a good example as a role model. Remember, Mentors bring their advanced achievement, experience, and influence to create a partnership to work collaboratively toward achievement of mutually defined goals that will develop the mentee's skills, abilities, knowledge, and/or thinking. Nursing is all about "caring". Show you care and value them - check in to understand the other person's thoughts, ideas, or concerns.
5. **Instill Hope.** Be acutely aware of each person's humanity. Present culture and society are bombarded with diverse challenges, seemingly insurmountable demands, and more. While the world may paint a grim picture; remind each other that there is hope for tomorrow. Emphasize the positive aspects life and future. Live life intentionally and on purpose with expectancy and anticipation of success and love.
6. **Commitment.** Commit and put in the work to realize goals. Choose to demonstrate accountability and responsibility in the way you choose to live your life. Dedication fosters commitment.
7. **Distance.** It may be difficult to find time to meet each month. Consider scheduling your next encounter/meeting at the end of the current meeting. Keeping this relationship, a priority will add value and encourage growth for both mentor and mentee. If you are separated by distance, consider phone conversations, skype, facetime, Zoom/virtual, email or text. If distance is not an issue, consider face-to-face meetings like attending a professional networking and development event together or College of Nursing Alumni event.

Program Limitations:

1. Mentors are not expected to assume responsibilities that otherwise should be handled by CON faculty or staff, family, or significant others.
2. Mentors will not provide money or financial assistance to individual students (i.e., buy books, pay rent, medical bill, etc.). Do encourage Mentees to apply for Scholarships granted by PVAMU Nurses Alumni Chapter (Scholarship Luncheon) and through the university.
3. Mentors are not expected to act as mediators or representatives of students in academic matters which are the responsibility of faculty and the administration of the College of Nursing (i.e., grades/progression, academic curriculum, graduation, faculty-student conflicts).
4. In each of the circumstances above, please refer the student to the Faculty Liaison.

Resources and Tools:

Activities organized by PVAMU Nursing Alumni Association

Activities organized by PVAMU College of Nursing (Houston Campus and Main Campus)

Available access to the library resources

BSN-Student Handbook-Fall-2015-2017-FINAL-COPY.pdf

RWJ Mentoring Toolkit (April 2017)

Faculty Liaison

Committee Chair

PVNAC President

COVID-19 Precautions: From the period of March 2020 until further notice PVNAC will abide by the guidelines as set forth by the PVAMU College of Nursing, city of Houston, Harris County, state of Texas and the CDC in order to reduce the risk of Coronavirus exposure. At a minimum, that includes wearing of masks, social distancing, hand-washing and other guidance as forthcoming.