**RUNNER SCHOLARS MENTOR PROGRAM GUIDE**

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**Introduction:**

The *Runner Scholars Mentor Program* was created in Fall 2021 at California State University, Bakersfield to increase retention and graduation rates and eliminate the Equity Gap for our students.

Mentors in this program are faculty and/or staff who have volunteered their time and who are committed to student success. The Graduation Initiative as outlined by the CSU Student Success Dashboard was created to “facilitate our students path to a high-quality college degree”. Mentor programs have consistently been listed as a best practice to foster success.

**Goals of the Program:**

* Provide a supportive and caring faculty or staff mentor for students.
* Develop connections to the university.
* Increase persistence, retention, and graduation rates.
* Eliminate the equity gap at CSUB.
* Encourage knowledge and use of campus resources available for student success.



**The Role of a mentor?**

A mentor may share with a mentee, information about their own career path, as well as **provide guidance, motivation, and role modeling**. A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources. [What is the role of a mentor? | DO-IT (washington.edu)](https://www.washington.edu/doit/what-role-mentor)

***“Be the mentor you wish you had” -Unknown***

**Initial Outreach to Mentee:**

*(Email Example - Feel free to customize)*

Hello (Student Name),

You have been selected to participate in the *Runner Scholars Mentor Program*. This program was created to provide *all* first-time freshmen students with a campus faculty or staff mentor and someone who can provide guidance, motivation, and support during your educational journey at California State University, Bakersfield.

I have been assigned as your mentor and want to get to know you and be a resource for you during your time at CSUB! Please email me back with a time you are available to meet. We can either meet in person or via zoom, whichever you prefer.

A mentor is defined as “an experienced or trusted adviser” and I hope you give me the opportunity to become someone you trust while at CSUB on your path to graduation!

Thank you,

(Contact Information)

**Meeting with Mentee:**

The first meeting allows the mentor/mentee to get to know each other and attach a face to the name. Think about what setting you would feel most comfortable in with a new person in a new environment. You can decide to either meet in person or via zoom or at a location on campus other than your office. The examples below are conversation starters and can be used during your initial meeting.

Use open-ended questions (questions that can’t be answered with yes or no) to allow for more conversation:

**Career/CSUB related**:

* What is your major and how did you choose that major?
* What do you hope to do career-wise?
* Why did you choose CSUB? What are you most excited about for this semester?
* What is a resource you want to learn more about at CSUB?
* What questions do you have from your first month as a college student at CSUB?

**Mentor/Mentee relationship**:

* Have you ever had a mentor? If so, what did you like about the relationship? If not, do you understand what a mentor is?
* Who do you go to when you need advice, especially about college?
* What do you want to know about me?

**High School/College transition**:

* What high school did you go to and what did you like best about high school or least?
* What is the biggest difference between high school and college?

**Motivation/Goals**:

* How do you stay motivated with school and other aspects of your life?
* What are your greatest strengths and/or areas you want to work on?

***“A mentor is someone who allows you to see the hope inside yourself”***

***-Oprah Winfrey***

**Key Dates for Mentee: Academic Calendar 2023-2024**

**Fall 2023:**

**8/28-** First Day of Classes

**9/4-** Holiday-Labor Day- Campus Closed

**9/25-** Census and Last Day to Withdraw from Classes without a “W” being recorded

**10/2** - Academic Advising for Continuing Students Begins

**10/11**- Campus-wide Emergency Evacuation Day

**10/23** - Registration for Continuing Students Begins

**11/10-** Holiday-Veterans Day-Campus Closed

**11/17-** Last Day to Withdraw from Classes for a Serious and Compelling Reason

**11/23-24**- Holiday-Thanksgiving- Campus Closed

**12/11-** Last Day of Classes

**12/12-18-** Examination Period

**12/21-1/18-** Winter Break

**Spring 2024:**

**1/22-** First Day of Classes

**1/31**-Last Day to Add Classes

**2/16**- Census and Last Day to Withdraw from Classes without a “W” being recorded

**3/11**- Academic Advising for Continuing Students Begins

**4/8-** Registration for Continuing Students Begins

**4/9**- Campus-wide Emergency Evacuation Day

**4/19**- Last Day to Withdraw from Classes for a Serious and Compelling Reason

**5/10**- Last Day of Classes

**5/11-17**- Examination Period

**5/27**- Holiday- Memorial Day-Campus Closed

**Key Dates for Mentor:**

Mentor Check-in Meetings are an opportunity to come together as a group and discuss how the program is going for each of us, ask questions, gain support from one another, and share tips on what is working! We want to ensure that all mentors feel supported in this program.

***Please join us for one or both Mentor Check-in Meetings:***

* **Mentor Check-in Meeting #1** - Thursday, September 28, 2023, at 1:00pm
	+ Stockdale Room -
* **Mentor Check-in Meeting #2** - Wednesday, November 29, 2023, at 10:00am
	+ Zoom-
* **Mentor Check-In Meeting #3** – Tuesday, February 6, 2024, at 11:00am
	+ Stockdale Room-

**Mentor/Mentee Days:**

Mentor/Mentee Days are an opportunity to meet with your mentee in person at either Starbucks or the Runner Café. Your expenses for both you and your mentees will be paid for by the *Runner Scholars Mentor Program*. You can choose to go in a group with all your students or have individual meetings with your mentees. Please notify the cashier you are with the Mentor Program, and they will save the receipt and charge the program after the date.

* **Mentor/Mentee Day #1 -** Friday, September 29, 2023, anytime between 10:00am-2:00pm
* **Mentor/Mentee Day #2 -** Friday, December 1, 2023, anytime between 10:00am - 2:00pm
* **Mentor/Mentee Day #3-** Friday, February 16, 2024, anytime between 10:00am - 2:00pm

***“We rise by lifting others”-Robert Ingersoll***

**Resource/Contact List for Mentors:**

If your mentee has a question about any of the resources below, please know that the individuals on this resource sheet have agreed to be a source of support for the mentors and mentees. Don’t hesitate to reach out if your mentee has a question about a particular

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| --- | --- | --- | --- |
| Department | Staff/Faculty | Email | Extension |
| ASI | Ilaria Pesco | ipesco@csub.edu | 661-654-2741 |
| Athletics | Cindy Goodmon | cgoodmon@csub.edu | 661-654-2346 |
| Admissions | Renee Rugnao | rrugnao@csub.edu | 661-654-3392 |
| Advising- A&H | Adriana Sixtos | asixtos@csub.edu | 661-654-3911 |
| Advising-BPA | Belen Mendiola | bmendiola@csub.edu  | 661-654-2326 |
| Advising- NSME | Yolanda Moreno | ymoreno3@csub.edu | 661-654-3279 |
| Advising-Nursing | Helen Li | hli7@csub.edu | 661-654-6026 |
| Advising-SSE | Yvette Morones | ymorones@csub.edu | 661-654-6832 |
| Advising-Liberal Studies | Sonia Gonzalez | sgonzalez11@csub.edu | 661-654-3525 |
| Basic Needs | Jason Watkins | jwatkins4@csub.edu, | 661-654-3162 |
| Campus Programming | Veronica Catalan | vcatalan@csub.edu | 661-654-2711 |
| CARE Team | Jada Cantrell | jcantrell1@csub.edu | 661-654-6044 |
| Counseling Center | Trinity Brown | tbrown22@csub.edu | 661-654-3366 |
| Dean of Students | Emily Poole Callahan | epoole1@csub.edu | 661-654-6090 |
| Dream Resource Center | Emily Poole Callahan | MAGEC@csub.edu  | 661-654-3530 |
| Enrollment Management | Christina Lopez | mlopez196@csub.edu | 661-654-2889 |
| EOP | J. R. Perez | jperez21@csub.edu \*Preferred | 661-654-3216 |
| Financial Aid | Kimber Wellman | kwellman@csub.edu, | 661-654-3270 |
| Guardian Scholars | Steve Walsh | swalsh@csub.edu | 661-654-3218 |
| Housing | Hilda Nieblas | hnieblas@csub.edu | 661-654-3012 |
| IT | Faust Gorham | fgorham@csub.edu | 661-654-3425 |
| Library | Kristen Gallant | kgallant1@csub.edu | 661-654-3237 |
| Registrar (grad checks) | Jennifer Mccune | jmccune@csub.edu | 661-654-3405 |

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| --- | --- | --- | --- |
| Department | Staff/Faculty | Email | Extension |
| Services for Students with Disabilities | Janice Clausen | jclausen@csub.edu | 661-654-3405 |
| Campus Recreation and Well-Being | Leah Bank | lbank@csub.edu | 661-654-2882 |
| Student Financial Services |  | sfs@csub.edu | 661-654-3225 |
| Student Health Services | Erika Delamar | edelamar@csub.edu | 661-654-3454 |
| Tutoring Center | Jacob Whitaker | jwhitaker@csub.edu | 661-654-3525 |
| Veterans Center | Jamie Pacheco | jlopez33@csub.edu | 661-654-3935 |
| Runner Connect | Jaimi Paschal | jpaschal@csub.edu | 661-654-3912 |

**Runner Connect:**

The *Runner Connect* program is designed to bring together faculty, staff, students, and care-units to create a holistic, supportive campus experience. For more information on *Runner Connect* and to access the log in page, please visit <https://www.csub.edu/runnerconnect>

We are asking all mentors to notate if they met with their mentee in *Runner Connect* to track participation and begin to collect data. A detailed “*How To*” guide was sent along with the mentee names.

For questions specific to *Runner Connect* or if you currently don’t have access, please contact Jaimi Paschal at jpaschal@csub.edu or 661-654-3912.

***“You don’t have to have all answers, you just have to be willing to share what you know.”***

***– Unknown***