The CFANS mentor program connects students with alumni and other professionals to provide students with the opportunity to explore career possibilities, network, and enhance their professional skills.

“We have been able to talk about a variety of topics, and I have gained some valuable insight into what a career in industry could look like for me. I always end the meetings feelings encouraged.”

- Mentee, 2014-15 Mentor Program

“I have learned much about myself as a mentor and about the responsibilities associated with that development process. I can provide guidance in ways that only come in hindsight. And, that is personally and professionally rewarding.”

- Mentor, 2014-15 Mentor Program
PROGRAM EXPECTATIONS

- Mentor & mentee will have one quality interaction per month for at least an hour (subject to pair’s scheduling needs).
- Mentee will complete a half-day of job-shadowing before the end of the school year. Make sure to take a photo of yourselves and send it to cfansaro@umn.edu!
  - If mentorship is long-distance or there is issue of confidentiality, mentor will use network to arrange a different job-shadow opportunity or mentee will discuss alternatives with Mentor Program Steering Committee.
- Mentee will submit a one-page reflection paper about their job-shadow and mentoring experience by May 15, 2016.

CONTACT INFORMATION

MENTOR PROGRAM STEERING COMMITTEE

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STUDENT & MENTOR EXPECTATIONS

Student/Mentee

- Discuss your needs and expectations with your mentor; think about what you want out of the program prior to each meeting.
- Be committed to carrying out your agreed-upon goals.
- Be receptive to suggestions and feedback.
- Keep mentor informed of progress.
- Contact mentor in a timely manner if unable to attend scheduled meetings.
- Realize that having a mentor is a privilege and work hard to take advantage of the opportunity.
- **Contact Mentor Program Steering Committee if there is a concern regarding the mentoring relationship.**

Mentor

- Listen to the needs and expectations of your mentee.
- Work with your mentee to help him/her develop and establish realistic and obtainable goals.
- Offer suggestions and feedback, and communicate input respectfully.
- Be committed to serve as a resource to your mentee.
- Contact the mentee if you are unable to attend scheduled meetings.
- **Contact Mentor Program Steering Committee if there is a concern regarding the mentoring relationship.**
Getting Acquainted
• Discuss your backgrounds, interests, and the student’s career goals
• Discuss your goals and expectations
• Establish a schedule for future meetings and discuss preferences for communication in-between (Phone? Email? Video chat?)

Conversation Topics
• Talk about the student’s skills and talents and how these can be applied in the industry
• Explore the needs and current trends of the industry and discuss qualifications for different types of positions in the field
• Talk about how your values have impacted your academic and career choices
• Discuss work/life balance
• Talk about training and skill development that would be helpful
• Explore professional associations and relevant organizations
• Discuss employers and work environments
• Talk about the transition from school to work
• Discuss professional standards and workplace etiquette

Networking Opportunities
• Attend a conference or professional association meeting together
• Mentor can help arrange meetings/coffee/lunch with mentor’s colleagues, either informally or as informational interviews
• Connect with fellow students, alumni, and friends via LinkedIn
• Attend a lecture or event on-campus
• Invite mentor to attend a class

Professional Skill-Building
• Conduct an informational interview and/or a practice interview
• Critique resumes/cover letters
• Practice proper professional etiquette for an interview, business lunch, or networking opportunity
• Participate in a webinar
• Search the internet together for job resources and other information related to your field
• Review a class project or assignment and talk about applying the content or skills to the workplace
• Practice for a class presentation

Resources:
• CFANS Mentor Program: z.umn.edu/mentor
• Career and Internship Services: careerhelp.umn.edu
• CFANS Undergraduate Resources: cfans.umn.edu/academics/undergrad-resources
• CFANS Graduate Resources: cfans.umn.edu/academics/grad-resources
• CFANS events: cfans.umn.edu/outreach/events
• CFANS Alumni & Friends events: z.umn.edu/alumnievents

Suggested Activities/Topics
facebook.com/CFANSAumniandFriends
@CFANSAumni
Find us on LinkedIn! Search for U of M College of Food, Agricultural and Natural Resource Sciences
October 2015

• Congratulations - you’ve been matched!
• Set up your first meeting, either before or after the November 4 Mentor Program Kick-Off.

November 2015

• Nov 4: Attend the Mentor Program Kick-Off!
• If you cannot attend, be sure to set up a meeting or check-in for November.
• Suggested activity: Your first meeting is your first opportunity to learn about one another! Discuss goals, expectations, interests, and the year ahead. Student can also conduct an informational interview as part of the first meeting.

December 2015

• Final exams season: make sure you make time to meet, or schedule a longer check-in in January if December holidays and time off disrupt your meeting schedule.
• Dec 23 - January 18: Winter break.
• Suggested activity: Break may offer a great opportunity for a job-shadow or informational interviews/meetings with mentors’ colleagues to diversify students’ perspective of the field. Talk with your mentor/mentee about some ways you could leverage the time away from classes!

January 2016

• Spring semester begins on January 19.
• Suggested activity: Discuss the types of jobs or internships you might be exploring for Summer 2016. Start making a list of companies, organizations, types of opportunities, or locations. Update your resume and have your mentor take a look!

February 2016

• February TBD, Environmental Job and Internship Fair on the St. Paul Campus.
• Suggested activity: If you plan to attend, talk with your mentor about preparing for the Job & Internship Fair and polish your resume. Conduct a practice interview.

March 2016

• March 12-20: Spring break
• Suggested activity: See suggestions for December!

April 2016

• April 4: Attend the Mentor Appreciation Dinner at McNamara Alumni Center
• Suggested activity: Discuss final projects or research papers for the spring semester.

May 2016

• May 16: Job-Shadow Reflection paper due.
• Suggested activity: Review goals and accomplishments from the year. What steps can the student take to continue advancing in this field? What can the mentor learn from this experience?
• Q: Job-shadowing is not an option due to the mentor’s distance from the Twin Cities or the confidential nature of the mentor’s work. How can the mentee fulfill the job-shadowing requirement?

• A: If mentors live outside of the Twin Cities, the job-shadow requirement may be more difficult to coordinate. If mentors have professional contacts in the metro area, please reach out to them as they may be able to host a student or set up a job-shadow. If this is not possible, another option is asking the CFANS Alumni Relations office to coordinate an alternative experience. The student may contact Masha Finn at mfinn@umn.edu for support.

• Q: How can the mentor help expand the student’s professional network?

• A: Introduce the mentee to colleagues and provide their contact information so the student can follow up and set up informational interviews with them. The mentor can also set up a group lunch or several coffee meetings with colleagues.

• Mentors can invite mentees to conferences, professional association meetings, or trainings. If the attendance fee is costly, it may be possible to get free admission or a discount because of the mentee’s student status. The student could also sign up to volunteer for part of the event and receive free entry.

• Attend CFANS and University events and lectures. CFANS alumni activities and events can provide great opportunities for you to network as well.

• Q: The match doesn’t feel like a good fit. What should I do?

• A: Though Matching Committees do their best to match mentors and mentees based on shared interests and backgrounds, not every fit is ideal. In a mentoring relationship, both the mentor and mentee can learn a great deal from one another despite differences. Try to find areas of commonality and focus on general professional skills if you find that interests truly do not align. If any issues come up in your mentorship this year please contact members of the Mentor Steering Committee, who will work to resolve the situation.

• Q: My mentee/mentor is not responsive. What should I do?

• A: Please let us know of any communication issues. Sometimes it’s as easy as an email falling into a SPAM folder or using an incorrect phone number. No matter what the issue, we want to facilitate easy and open communication between you and your mentee. Set up expectations early on to avoid any problems with communication during the year.

• Q: Where can I find more resources on resume and cover letter-writing, networking, informational interviews, etc.?

• A: You can find great resources on the Career & Internship Services website - careerhelp.umn.edu. Feel free to contact the office for additional information. The Alumni Relations Office would be glad to connect you with these resources as well.

• Q: Does the student expect to get a job or internship from this experience?

• A: There is no expectation that internships or employment will result from this experience. However, mentors may learn about job and internships over the course of the year and share postings with their student matches, as well as support them as they apply for opportunities.
Goals & Expectations - Refer to this sheet at each meeting!

What are the student’s goals this year?

For example:

- Learn about a variety of jobs in the field.
- Improve my networking skills.
- Learn about using my degree internationally.
- Get input on my application materials.

1. __________________________________________________
2. __________________________________________________
3. __________________________________________________
4. __________________________________________________

Additional considerations: _____________________________________________________________________
_____________________________________________________________________________________________

What method is your preference to stay in touch, to follow-up, and to set up future meetings?

☐ Email: _______________________________________________

☐ Phone (home/cell/work): ______________________________

What is the appropriate “turn-around time” for responding? ________________________________

Plan your next two meetings:

Date/Time: ______________________________
Location: ______________________________

Date/Time: ______________________________
Location: ______________________________

College of Food, Agricultural and Natural Resource Sciences
ALUMNI SOCIETY
Goals & Expectations - Refer to this sheet at each meeting!

What resources can the mentor provide to assist in reaching these goals?

For example:

- Introduce student to colleagues
- Review application materials and conduct practice interviews.
- Attend professional association meetings or industry events to practice networking skills.
- Provide constructive feedback on academic projects.

1. ______________________________________________________________________________________

2. ______________________________________________________________________________________

3. ______________________________________________________________________________________

4. ______________________________________________________________________________________

Additional considerations: ____________________________________________________________________

What method is your preference to stay in touch, to follow-up, and to set up future meetings?

☐ Email: ______________________________________________

☐ Phone (home/cell/work): ______________________________

What is the appropriate “turn-around time” for responding? ________________________________

Plan your next two meetings:

Date/Time: ________________________________

Location: __________________________________

Date/Time: ________________________________

Location: ________________________________

College of Food, Agricultural and Natural Resource Sciences

ALUMNI SOCIETY
The College of Food, Agricultural and Natural Resource Sciences uses research, education and outreach to find and share its discoveries on an enormous range of topics. We find ways to provide food, fuel, feed and fiber that is healthy, safe, accessible and sustainable while protecting our natural resources and improving soil, air, and water quality to benefit and sustain communities.

### Getting to Know CFANS

2021 undergraduate students

- 13 undergraduate majors
  - Agricultural Education
  - Agricultural and Food Business Management
  - Agricultural Industries and Marketing
  - Animal Science
  - Applied Economics
  - Environmental Sciences, Policy and Management
  - Fisheries and Wildlife
  - Food Science
  - Food Systems
  - Forest and Natural Resource Management
  - Nutrition
  - Plant Science
  - Sustainable Systems Management

750 graduate students

- 13 graduate majors
  - Animal Science
  - Applied Economics
  - Applied Plant Sciences
  - Bioproducts and Biosystems Science, Engineering and Management
  - Conservation Biology
  - Entomology
  - Food Science
  - Land and Atmospheric Science
  - Natural Resource Science and Management
  - Nutrition
  - Plant Pathology
  - Water Resources Science

26,000+ living alumni

### Top 10 Employers of Grads

- 3M Co.
- Cargill Inc.
- CHS Inc.
- General Mills
- Land O’Lakes Inc.
- Pioneer
- Target Corp.
- State of Minnesota
- USDA
- Wells Fargo

### CFANS FACTS

- 90% of students who earn undergraduate degrees at CFANS find jobs/enter grad school within 6 months of graduation
- More than 265 tenured & tenure-track faculty
- More than half of graduating seniors are transfer students
- CFANS is the only college at the U of M residing exclusively on the St. Paul campus
- According to the US News & World Report, CFANS disciplines rank in the top 20 globally, including Agricultural Sciences, Economics and Business, Plant and Animal Science, and Environment/Ecology

### University of Minnesota - Twin Cities

- Undergraduate Enrollment: 32,300
- Graduate/Professional Enrollment: 16,700
- 6,100 international students, from 142 countries
- UMN ranks as 29th best global university by US News & World Report
- U alumni have gone on to start over 10,000 in-state companies, employing 500,000 people, and generating $100 billion in revenue.