

# LEAP

Leadership Education  
through Alumni Partnerships

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*“Remember that mentor leadership is all about serving. Jesus said, ‘For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many’ (Mark 10:45).”*

—Tony Dungy,

*The Mentor Leader: Secrets to Building People and Teams That Win Consistently*

## Welcome

**At Southern Adventist University, we believe that education does not stop when you leave campus. As students and alumni, we have been taught to lead lives of service and to keep learning for a lifetime.**

One of the most effective ways I know to continue this journey of education is by teaching others. The LEAP program at Southern provides you with opportunities to help students discover their unique paths to becoming the individuals God calls them to be. I invite you to share your experience and knowledge by getting personally involved as a mentor in the LEAP program. Impact the life of a student today and help ensure their success as alumni in the future!



Evonne Crook

Director of Alumni Relations

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## Mission

The mission of Southern Adventist University's LEAP program is to build positive relationships between alumni and current students, provide access to productive Adventist career networking connections, and enrich experiences in the areas of life transitions, personal finance, and spiritual development.

## What is a LEAP Mentor?

Merriam Webster defines a mentor as someone who teaches or gives help and advice to a less experienced, and often younger, person.

Mentoring involves the development of relationships which are dynamic, reciprocal, and personal in which a more experienced person—the mentor—acts as a guide to a less experienced person—the mentee. Mentors provide mentees with knowledge, advice, counsel, support, and opportunities in the development of the mentee's career and personal life. Mentoring is an act of passing the mantle—which encourages conversations between the younger and older generations about what is important.

By taking this opportunity to share your Southern experience and professional expertise, you will advise, influence, and support students on their journeys from campus to becoming vibrant, successful alumni.

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**“Instruct the wise and they will be wiser still;  
teach the righteous and they will add to their learning.”**

Proverbs 9:9, NIV

## Expectations

Outstanding mentors are intentional about their roles. They seek to make the match a positive experience, invest meaningful time and energy in getting to know their mentee, and deliberately and proactively offer the career advice, emotional support, and spiritual guidance most useful to their mentee. At times mentors may have to challenge their mentee.

### Advise

- You can advise students on how to successfully navigate their way through Southern Adventist University by providing support and encouragement.

### Teach

- Strive to teach the students about the importance of career networking, personal financial responsibility, and spiritual growth.

### Assist

- Aid the students by bridging the gap between university life and their career.

### Provide

- Build up the student by giving constructive feedback on strengths and weaknesses.

In addition to these expectations, it is important that mentors remember to:

- Be patient
- Be responsive
- Be professional
- Provide consistency
- Provide guidance and support

## Being an Effective Mentor/Mentee

Establish ground rules at the beginning, and supplement them as the mentoring relationship grows. These are the foundation for working together, and clearly defining them for your mentorship will help prevent potential problems. Some categories for ground rules include:

### Meetings

- What should be covered; when will you have them; how long will they last; who is responsible for scheduling?

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## Communications

- What is the primary method of communication; when is the best time to communicate?
- If your mentee remains unresponsive for a prolonged period of time, initiate contact. If he/she does not respond after multiple attempts, please email **alumni@southern.edu**.

## Commitments

- What is each person accountable for; what are you mutually accountable for; how is accountability measured and monitored?

## Developing relationships and networks

- How will contacts and their potential value be assessed; how will introductions be managed; how will follow-up and accountability occur?

## Suggested Activities

- Mentee to participate in a job shadow activity with mentor.
- Meet once per month in person, over the phone, or via other technology.
- Attend Meet the Firms class and career fair together.
- Mentor to review mentee's resumé.
- Conduct mock interview with mentee.
- Review Southern's career services program offerings together and identify those which would be appropriate for mentee.
- Research summer jobs and internships and identify targets/goals together.
- Send mentee articles relevant to his or her major or career interests.
- Discuss a case study or other realistic professional development scenario.
- Mentee participates in community/church projects in which mentor has a role.
- Invite mentee to Sabbath lunch or Friday evening Vespers.
- Plan a realistic budget together for mentee's life after college.

## Frequently Asked Questions

### How much time will I be expected to commit?

Mentor/Mentees are asked to contact each other at least once a month. This can be done by phone, in person, or any other method conducive to your schedules.

At times, you may not have pressing topics to talk about, yet it's highly recommended that you remain in contact with each other monthly so that mentors are aware of what's going on with their mentees.

### When can I join?

**Mentees:** At the end of your sophomore year, you can register to be matched for the beginning of your junior year.

**Mentors:** At any time

### How/When do I apply?

**Mentees:** The application deadline to be matched with a mentor at the beginning of your junior year is by April 30 of your sophomore year. If you are a junior or senior, you may register at any time; however, please note that there are limited numbers of mentors and matching is completed on a first-come, first-served basis. Applications for mentors and mentees can be found by visiting [southern.edu/mentor](http://southern.edu/mentor).

### Will I be paired with someone in my field of interest?

It is our goal to match mentors and mentees together who have similar career interests. Exact careers may not always be possible. We will do our best to align you with someone who is on a similar career path and/or living in the same geographic area.

### When will I be paired up with my mentor?

We strive to have matches ready for the beginning of your junior year. As mentors and mentees apply throughout the year, it is our desire that matches will be paired within one month after completing the registration process.

### When and how will I know that I have been matched?

You will be sent information via email about your mentor/mentee once matched. Within three days of receiving your confirmation, you should plan to email one another and begin the mentoring relationship.

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## Is my mentor responsible for getting me a job/internship?

No. Mentors may help provide networking opportunities for mentees, but are not directly responsible for offering jobs or internships. The purpose of this program is to receive additional support and guidance which may lead to connections and tips about acquiring jobs/internships.

## Where can I get more information?

**Website** southern.edu.mentor

**Email** alumni@southern.edu

**Call** 423.236.2830

**Stop by** Lynn Wood Hall, Room 211

## How do I start?

Begin to create a plan with Action Steps.

Example shown below

Goal	Action Step	Target Date
<b>Update/create resumé</b>	Student researches Career Services	10/1
	Student attends Meet the Firms class	10/29
	Student emails resumé draft to mentor within two days after Meet the Firms	11/3
<b>Arrange job-shadowing day</b>	Review calendars for available day	10/8
	Discuss possible meetings and activities for the day	10/25
	Mentor schedules day with colleagues and associates	11/15
	Mentee spends time with mentor at work	1/6

## Resources

Information about the mentoring program is available online by visiting [southern.edu/mentor](https://southern.edu/mentor). The following information is available there:

- List of participating alumni mentors
- Effective mentor activities
- FAQ
- *Faith and Finance* resources
- Links to Career Services resources
- Mentoring guide

## Alumni Relations

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423.236.2830  
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## Career Services

423.236.2078  
[southern.edu/careers](https://southern.edu/careers)

## Our thanks for initial consulting advice to:

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