

## **What is a Quality Mentor?**

### **A Working Definition**

A strong mentor is someone who:

1. Makes sure the intern feels welcome and part of the organization or department
2. Assigns “authentic work which contributes to the organization
3. Nurtures the intern’s sense of ownership and pride in his or her work
4. Works with the intern to create a work plan that clearly specifies expectations, identifies concrete evidence of success, sets deadlines, and schedules planned times for feedback
5. Helps the intern understand the mission of the organization and how the intern’s work relates to it
6. Meets regularly with intern to:
  - Review and reflect on progress of work and discuss next steps
  - Provide positive reinforcement
  - Help intern in a supportive manner to overcome challenges
  - Discuss how the mentor can be of help and explore possibilities for new and interesting opportunities. Review the intern’s goals both for the internship and his or her
  - Reflect on what both the intern and mentor are learning about the internship process/experience

7. Actively supports the intern by making herself or himself available to assist and answer questions, and ensures that the intern has necessary tools and resources for his or her work
8. Understands the nature of mentoring and how it differs from supervision.
9. While aiming to build a close and trusting relationship that can help the intern in her or his career journey, walks the line between a friend and a boss
10. Understands how to work with youth and keeps in mind that he or she is likely new to the work place environment
11. Shares her/his own career experiences
12. Provides opportunities to shadow daily work, attend staff meetings, and experience special opportunities which offer an inside view of the professional work world
13. Helps the intern create a plan of action for their career journey and guides them in starting a career network
14. Ends the internship with a joint review of what was learned and accomplished both in general, and in relationship to the predetermined goals
15. Celebrates and expresses appreciation for the intern's contribution, and encourages continued contact