



## About | Match Mentor Learning Modules



Written and reviewed by Seasoned Match Mentors

### How to Engage with the Match Mentor Learning Modules

These learning modules are designed to help facilitate conversations between mentors and mentees. They should be seen as starting points for productive discussions, not exhaustive guides. Pairs are encouraged to move at their own pace and focus on the most relevant modules.

### Before You Begin

Review the module's title, synopsis, mentee objectives, and overall goals. These sections serve as anticipation guides to help connect the experiences with the content and method of engagement.

### Available Learning Modules

The modules, written by seasoned Match Mentors and field-tested for success, cover a variety of topics to enhance the mentorship experience. These modules are carefully crafted to address common areas of interest and challenge, providing a solid foundation for mentor-mentee interactions.

1. Are You Career Ready?
2. The Value of an Arts & Sciences Degree
3. Is Graduate School Right for Me?
4. Developing an Elevator Pitch
5. Networking In or Out of the Workplace
6. How to Conduct an Informational Interview
7. How to Prepare for an Interview
8. Professionalism in the Workplace & Early Time on the Job
9. Diversity, Equity, and Inclusion
10. Understanding Gender-Dominated Fields
11. Social and Emotional Development, Growth and Care
12. Recognizing Life's Lessons
13. Mastering Time Management for Mentors and Mentees

### Once a Module is Selected

Go through the "Lessons/Module Topic Covered" section and review suggested discussion questions. Feel free to add your own questions to prepare for the meetings. Then, read the "Lesson Notes" to understand the discussion focus and takeaways. Utilize the "Post Lesson and Pre-Lesson Assignments" section to encourage further reflection and plan engaging discussions that strengthen the mentorship relationship.

### Field Tested Sources

Each module can be completed at a comfortable pace, and there is no need to follow a specific order. However, it is important to explore each resource link to maintain focus on the selected lesson or concept.



 **Are You Career Ready?** Written and reviewed by Seasoned Match Mentors**BACKGROUND:**

Please consider the following resources:

- National Association of College and Employers. (2024) What is Career Readiness? <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

**DISCUSSION:**

For the MENTOR:

- Can you identify the skills, strengths, and experiences that align with your career goals, and where do you see room for professional growth? How do you currently approach communication within your organization, and are there areas where you feel you could improve? Can you provide an example of how you've used critical thinking to solve a problem or make a decision? How do you incorporate diverse perspectives into your daily interactions, and what steps can you take to enhance your understanding of equity and inclusion? In what ways do you currently demonstrate leadership, and how would you like to develop these skills further? How do you ensure you maintain professionalism at work, and are there specific habits you think you could improve? What strategies do you use to build and maintain collaborative relationships with your colleagues or customers? How comfortable are you with using digital technology to complete tasks, and are there specific tools you would like to learn more about?

For the MENTEE:

- What advice can you offer on identifying and articulating skills, strengths, and experiences that align with career goals? How have you developed your communication skills over your career. And what techniques have you found most effective? Can you share a time when you used critical thinking to overcome a challenge or make a difficult decision? How do you approach valuing and learning from diverse perspectives in your role, and what practices do you recommend? What leadership experiences have been most impactful for you, and how can I learn to develop similar skills? How do you maintain professionalism in your day-to-day work, and what key habits contribute to your success? What do you find most effective when building and nurturing collaborative relationships in your professional life? Can you recommend any digital tools or technologies that have helped you be more productive and achieve your goals?





## The Value of an Arts and Sciences Degree



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### BACKGROUND:

Please consider the following resources:

- Kansas State University. Value of an ArtSci education. (5/31/2023). <https://artsci.k-state.edu/student-success/careers-placement/value/>
- Okura, V.U. & Pretorius, J.P.H.(2023). The STEAM vs STEM Educational Approach: The Significance of the Application of the Arts & Sciences Teaching for Learners' Attitudes Change. *Journal of Culture and Values in Education*, 6(2), 18-33. <https://doi.org/10.46303/jcve.2023.6>
- Jaschik, Scott (1-8-2017). Making the Case for Liberal Arts Colleges. *Insider Higher Ed*. <https://www.insidehighered.com/news/2017/01/09/research-documents-life-impact-attending-liberal-arts-college>
- Chan, A. & Gardner, P. (5-2023). An Arts & Sciences Degree: Defining Its Value in the Workplace. *CERI Research Brief*. <https://ceri.msu.edu/assets/pdfs/Arts-Science-Degree-Value-to-Employers.pdf>
- Capozzi, J. & Munthe, S. (2022). Volunteer Handbook. The Ohio State University Alumni Association. <https://groups.alumni.osu.edu/wp-content/uploads/sites/59/2023/02/Volunteer-Handbook.pdf>

### DISCUSSION:

For the MENTOR:

- Can Discuss the ways in which your Arts and Sciences degree has impacted your career. What benefits has it given you? Did you pursue additional education? Has it disadvantaged you in any way? How has it benefited you in community service?

For the MENTEE:

- What do you feel is the value of your Arts and Sciences degree? What skills do you feel are most important in today's workforce, and how can an Arts and Sciences degree prepare you? Do you have any perceived shortcomings of a liberal arts degree? Are you interested in learning how to pay forward what you have learned to other students after you graduate from Ohio State?



 **Is Graduate School Right for Me?** Written and reviewed by Seasoned Match Mentors**BACKGROUND:**

Please consider the following resources:

- Kowarski, I; Clayborn, C, “Should You Go to Graduate School” U.S. News and World Report, web 9 July 2024, <https://www.usnews.com/education/best-graduate-schools/articles/why-go-to-graduate-school-the-best-and-worst-reasons>
- “Should You Go to Graduate School Right After Undergrad?” The Princeton Review, web 2024, <https://www.princetonreview.com/grad-school-advice/should-you-go-to-grad-school-right-after-undergrad>
- Shulsinger, T., “Should I Go to Grad School: 4 Questions To Consider”, Northeastern University Graduate Program, web 25 June 2024, <https://graduate.northeastern.edu/resources/should-i-go-to-grad-school/>

**DISCUSSION:**

For the MENTOR:

- What are the benefits of going to grad school immediately after graduating compared to the benefits of waiting? Do you wish you had done anything different in regard to grad school? What are some steps to take during one’s time in undergraduate studies that can help in the application process? What kind of commitment does graduate school entail?

For the MENTEE:

- What are your career goals and skills you hope to develop, and how can grad school help? Do most people in your desired career field have graduate degrees? Are there other opportunities (work experience, gap year, volunteer, etc.) you would like to explore before committing to more school?





## Developing an Elevator Pitch



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please consider the following resources:

- Herrity, Jennifer, “How to Create the Perfect Elevator Pitch in 6 Steps” Indeed, web 10 March 2023, <https://www.indeed.com/career-advice/career-development/perfect-elevator-pitch>
- Doyle, A, “How to Create and Elevator Pitch (with Examples)” the balance, web 3 May 2024, <https://www.thebalancemoney.com/elevator-speech-examples-and-writing-tips-2061976>

### DISCUSSION:

#### FOR THE MENTOR:

- What are the foundations of a good elevator pitch? How do you tailor your pitch based on the audience? When is it appropriate to make a pitch?

#### FOR THE MENTEE

- Discuss possible introduction topics to include in a 30 second introduction about yourself. How about a 5-minute introduction of yourself. Practice this with your mentor.
- Seek feedback from your mentor about your elevator pitch. Test and refine until you are comfortable with your content and delivery. Continue to practice with trusted friends, colleagues, etc.



 **Networking In and Out of the Workplace** Written and reviewed by Seasoned Match Mentors**BACKGROUND:**

Please consider the following resources:

- Faulkner, Dr. Michael L. *Networking for College Students and Graduates: Nonstop Business Networking That Will Change Your Life*, Nierenberg Consulting Group. Kindle Edition. Third Edition 2017
- Resources to view:
  - <https://www.youtube.com/watch?v=aSeRyRgjWOI>
  - <https://www.indeed.com/career-advice/finding-a-job/networking-virtually>
  - Ohio State Campus Event Resources:
  - <https://asccareersuccess.osu.edu/events>
  - <https://artsandsciences.osu.edu/events>
  - <https://osualumni.org.ohio-state.edu/alumni/events-and-travel/events-calendar>

The job-search process can be frustrating, complicated, and unfair. One online job posting can attract hundreds of applications and hiring managers typically spend only 6-10 seconds on a resume that makes it past an Applicant Tracking System. It is estimated that 75-90% of jobs in the markets are never even advertised or posted publicly. Recent statistics suggest that “as much as 80% of jobs are filled through personal and professional connections”.

**DISCUSSION:****FOR THE MENTOR:**

- What are some tips for being proactive and approaching people, especially if you're not naturally extroverted? What is better: quality (focusing on a few people you'd like to have meaningful connections with) or quantity (making as many connections as possible)? What are the best avenues to approaching people (in-person, LinkedIn, etc.)? How do you find common ground?

**FOR THE MENTEE**

- What are you trying to get out of a conversation? Are there people in your current circles you'd like to network with (professors, peers, co-workers, etc.)? How can you go about connecting with someone in your field of interest, especially if you are starting from scratch?





## How to Conduct an Informational Interview



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please consider the following resources:

- Shwab, David, “Mastering the Informational Interview” Forbes, web 9 January 2017, <https://www.forbes.com/sites/davidschwab/2017/01/11/mastering-the-informational-interview/>
- Heine, Amy, “A Complete Guide to Informational Interviews (With Benefits)” PositivePsychology.com, web 9 June 2023, <https://www.indeed.com/career-advice/interviewing/informational-interview-guide>
- O’Keefe, Shawn, “5 Questions to Ask During an Informational Interview” Harvard Business Review, web 1 October 2021, <https://hbr.org/2021/10/5-questions-to-ask-during-an-informational-interview>

### DISCUSSION:

#### FOR THE MENTOR:

- What are the benefits of informational interviews? How do you go about looking for potential people to interview (job boards, company websites, recommendations from peers, etc.) and how should you reach out? What is the best format to conduct an interview (phone, video, in-person)? What are some questions that can help guide the conversation? How do you make yourself stand out against other people who may be speaking with this person? It’s possible that the interviewee may turn the conversation around and ask you some questions; how should you prepare for that? How should you follow up after the conversation? If possible, conduct a mock information interview (or help connect mentees with a colleague).

#### FOR THE MENTEE

- How would you go about initiating an informational interview? What are you looking to get out of the conversation (career recommendations, job search advice, general contacts in the industry, etc.)? Why do you think this particular person is the right person to speak with? How would you introduce yourself?





## How to Prepare for an Interview



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please review the following resources:

- “Interviewing Tips” U.S. Department of Labor, web <https://www.dol.gov/general/jobs/interview-tips>
- Herrity, Jennifer, “How to Make a Great Impression in a Job Interview” Indeed, web 31 May 2024, <https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>

### DISCUSSION:

#### FOR THE MENTOR:

- How do you utilize the STAR method? How do you react to a difficult/unusual question? Do you practice answering questions out loud and/or with a partner? What are the most common questions you’ve encountered? How do you determine what information the interviewer is trying to get out of you? What kind of research should you conduct prior to an interview?

#### FOR THE MENTEE

- What are your strengths and interests, and how do you practice them daily? What are your weaknesses; how can you improve these areas? What are a few experiences you can have on hand to answer common interview questions (time you dealt with a difficult co-worker, time you provided excellent customer service, etc.)? What makes you a good fit for a particular position? What are your short term and long-term goals?







## Professionalism in the Workplace and Early Time on the Job



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please review the following resources:

- Herrity, J., “10 Ways to Demonstrate Professional Behavior at Work, web 31 January 2023, Indeed, <https://www.indeed.com/career-advice/career-development/professional-behavior-workplace>
- Miles, M., “Redefining professionalism in the workplace” Betterup blog, web 3 October 2022, <https://www.betterup.com/blog/professionalism-in-the-workplace#what-is-professionalism-in-the-workplace?%C2%A0-test/>
- Hankel, I, PhD “The Exciting (or, Dreadful) First 90 Days of a New Job. Here’s What to Expect”, web Cheeky Scientist, <https://cheekyscientist.com/the-exciting-or-dreadful-first-90-days-of-a-new-job-heres-what-to-expect/>

### DISCUSSION:

#### FOR THE MENTOR:


- How can you display professionalism through physical appearance, timeliness, etc.? How can you discuss elements of the culture and unwritten rules through the interview process (speaking with past/current employees)? How do you communicate with respect and take constructive criticism? What are appropriate avenues in which you can learn and ask questions? How are conversations different with your boss versus co-workers? How does your first month compare to rest and what is important to establish right off the bat? How can you establish relationships with co-workers in a way that’s appropriate and productive? How do you be proactive and establish a relationship with your boss? How do you deal with co-workers who may not be acting professionally?

#### FOR THE MENTEE:

- What can you do as a student to practice professionalism? What are elements in a workplace that you value (i.e. what elements are you looking for in a collaborative environment)?



## Diversity, Equity, and Inclusion

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Diversity, equity, and inclusion are three closely linked values held by many that are working to be supportive of different groups of individuals, including people of different races, ethnicities, religions, abilities, genders, and sexual orientations. A focus on diversity alone is insufficient because a sense of belonging (inclusion) and experience of fairness (equity) is critically important in ensuring an equitable and inclusive space.

### **BACKGROUND:**

Please review the following resources:

- McKinsey & Company. (2022, August 17). What is Diversity, Equity and Inclusion. <https://www.mckinsey.com/featured-insights/mckinsey-explainers/what-is-diversity-equity-and-inclusion>
- Hunt, V., Layton D., & Prince, S. (2015, January) Why diversity matters. McKinsey & Company <https://www.mckinsey.com/business-functions/organization/our-insights/why-diversity-matters>
- Reiners, B. (2021, February 23). Types of Diversity in The Workplace You Need to Know <https://builtin.com/diversity-inclusion/types-of-diversity-in-the-workplace>
- Schrodgers. (2019, May). Diversity & Inclusion: Discovering unconscious biases [Video]. YouTube. <https://www.youtube.com/watch?v=mfAOjYnZaM>
- Nakintu, S. (2021, Nov). Diversity, Equity and Inclusion Key Terms and Definitions <https://www.naco.org/resources/featured/key-terms-definitions-diversity-equity-inclusion>

### **DISCUSSION:**

#### FOR THE MENTOR:

- What are questions you can ask during the interview process to understand a company's commitment to DE&I? Have you been in a work environment in which there was a strong commitment to DE&I (and similarly, one in which DE&I was not valued)? What are the benefits of working with others from backgrounds dissimilar to your own? Have you identified any of your own biases and how have you addressed/prevented them? What are ways in which you can broaden your perspective and learn from others outside the workplace/classroom?

#### FOR THE MENTEE:

- What does belonging mean to you; have you ever been in a situation in the classroom or job/internship where you felt you didn't belong? What are aspects of your identity (physical, cultural, spiritual, emotional, etc.) that are most important to you? What are the benefits of working with others from backgrounds dissimilar to your own? Have you identified any of your own biases and how have you addressed/prevented them?





## Understanding Gender-Dominated Fields



Written and reviewed by Seasoned Match Mentors

### **BACKGROUND:**

Please consider the following resources:

- Khattar, Rose, “Expanding Womens’ Access to Male-Dominated Jobs” American Progress, web 14 March 2024, <https://www.americanprogress.org/article/playbook-for-the-advancement-of-women-in-the-economy/expanding-womens-access-to-male-dominated-jobs/>
- Marchant, Natalie, “5 Ways to Improve Gender Equality in the Work Place” World Economic Forum, web 08 March 2021, <https://www.weforum.org/agenda/2021/03/gender-equality-in-the-workplace-ways-to-improve/>

### **DISCUSSION:**

Please discuss how gender dominance exists in the workplace and what techniques and resources can be used to build confidence and help elevate others:

- FOR THE MENTOR:
  - How have you experienced gender inequality in the workplace; if so, what are some specific examples? What are the qualities of a work environment that appreciates and rewards both male and female leadership qualities equally? What are the differences between how different genders approach the following topics: leadership, success and productivity in the workplace, engagement in conversation and offering ideas/perspective, likeability and general expectations of behavior? Are there any other resources (i.e. podcasts, books, etc.) you have used to make you more socially aware?
- FOR THE MENTEE:
  - How have you experienced gender dynamics in your classes or internships? Is your field of study predominantly one gender? Try to think of a couple of experiences that have been stereotypical to gender norms and how you handled the situation.





## Social and Emotional Development, Growth and Care



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please review the following resources:

- Beresin M.D., M.A, Eugene, “11 Self-Care Tips for Teens and Young Adults” Psychology Today, web 12 December 2019, <https://www.psychologytoday.com/us/blog/inside-out-outside-in/201912/11-self-care-tips-teens-and-young-adults>
- Riopel, MSc, Leslie, “17 Self-Awareness Activities and Exercises (+Test)” PositivePsychology.com, web 16 October 2020, <https://positivepsychology.com/self-awareness-exercises-activities-test/>
- Chatterjee, Sneha; Dr. Jethwani, Jaya, “A study of The Relationship between Mindful Self-Care and Subjective Well-Being among College Students and Working Professionals” IJIRT | Volume 7 Issue 2 | SSN: 2349-6002, <https://www.catherinecookcotton.com/wp-content/uploads/2020/08/Midnful-Self-Care-and-Subjective-Wellbeing-2020-Chatterjee-Jethwani.pdf>
- Barrington, Lisa, “Everyone Needs a Personal Board of Directors” Forbes Coaches Council, web 20 February2020, <https://www.forbes.com/sites/forbescoachescouncil/2018/02/20/everyone-needs-a-personal-board-of-directors/?sh=5167d54b2bbc>

### DISCUSSION:

#### FOR THE MENTOR:

- How do you practice self-awareness, time management, self-care, and mindfulness? Has there been a time when you experienced burnout? How has the pandemic changed how you approach work-life balance? How do you be assertive about your boundaries and ensure that your time/energy is not exploited by your boss or co-workers?

#### FOR THE MENTEE:

- How do you practice self-awareness, time management, self-care, and mindfulness? How has the increased use of virtual platforms impacted your daily life?





## Recognizing Life's Lessons



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please review the following resources:

- Patil, R. "What We Learn from Difficult Times. LinkedIn. Web 16 Mar 2015, <https://linkedin.com/pulse/what-we-learn-from-difficult-times-rajendra-patil>
- Start School Now. "8 Life Lessons You Learn in College." Reader's Digest/LifeRich Publishing. Web 27 Nov 2017, <https://www.startschoolnow.org/college-life-lessons/>
- Turonova, Silvia. "4 Lessons You Learn About Humility While Ambitiously Chasing Success." Addicted2Success. Web 6 Nov 2016, <https://addicted2success.com/life/4-lessons-you-learn-about-humility-while-ambitiously-chasing-success/>

### DISCUSSION:

#### FOR THE MENTOR:

- What university services did you find helpful during your time at Ohio State and why?

#### FOR THE MENTEE:

- How did your family influence your career choices and personal development? Did you utilize the guidance of an academic counselor or career coach, and if so, how did it impact your decisions? Have you engaged with any professional organizations during your formative years, and what did you learn from them?





## Mastering Time Management for Mentors and Mentees



Written and reviewed by Seasoned Match Mentors

### BACKGROUND:

Please review the following resources:

- Business.com. 11 Best Tools for Setting and Tracking Goals. Business.com. (May 2024). <https://www.business.com/articles/11-best-tools-for-setting-and-tracking-goals/>
- Capozzi, J., Munthe, S.P. (2024). *Match Mentor Guidebook*. The Ohio State University College of Arts and Sciences Center for Career and Professional Success. <https://asccareersuccess.osu.edu/undergraduate-students/other-resources/match-mentor-program>
- Forbes Advisor. Best Scheduling Apps in 2024. Forbes. (2024). <https://www.forbes.com/advisor/business/software/best-scheduling-apps/>
- Parker, J. (2014, July 7). You have a busy schedule and need to stay organized—what now? LinkedIn. <https://www.linkedin.com/advice/1/you-have-busy-schedule-need-stay-organized-what-r7mjf>
- TimeDoctor. Time Management Tools and Techniques. Time Doctor. (2024). <https://www.timedoctor.com/blog/time-management-tools-and-techniques/>
- Todoist. Commitment Inventory. Todoist. (2024) <https://todoist.com/templates/commitment/inventory>

### DISCUSSION:

#### FOR THE MENTOR:

- What are your professional and personal commitments, and how do you manage them effectively? How do you decide which commitments to prioritize when they conflict? What are your main goals for this mentoring relationship, and how do you see them supporting your career? How do you ensure that your mentoring goals align with your other professional objectives? How do you structure your weekly schedule to accommodate your mentoring role and other commitments? Do you use any specific tools or strategies to manage your time effectively? Are there specific self-care practices that you find essential for managing stress and maintaining productivity?

#### FOR THE MENTEE:

- What are your current academic, professional and personal commitments, and how do you prioritize them? How do you decide which commitments are most urgent or important? What specific goals do you want to achieve through the mentoring relationship? How do these goals align with your broader career objectives? How well do you feel you are balancing your work, study, and personal life? Are there areas where you need to allocate more time for self-care, and how can we plan for that? Do you use any specific tools/strategies to manage your time effectively? Are there specific self-care practices that you find essential for managing stress and maintaining productivity?

