

International Mentorship Program Handbook

Columbia College Chicago

Mentorship is open to fulltime faculty and fulltime staff members who share a strong interest in mentoring international students.

Welcome to Global Education And International Mentorship Program!

*"I appreciate all the help and support I've received.
I'm so lucky to have my mentor around."*

The International Mentorship Program Mission

Columbia's International Mentorship Program creates the opportunity to build relationships with international students which traverse cultural borders and global boundaries for the benefit of the entire Columbia community.

"She is the first person here in Chicago I can confidently talk to, and I really appreciate it."

The Mentoring Relationship

Each Mentor and Mentee relationship is unique. The hallmarks of great mentorship begin with mutual courtesy and respect, include regular communication, and develop into trust and support.

"He felt like a family member rather than just a mentor for me."

Mentoring Goals

- Help international students adjust to the culture of Columbia and Chicago
- Share vital resources
- Provide guidance when needed
- Encourage students to follow their goals and dreams

"My mentor helped me get to know the film industry better, gave me advice and suggestions in my academic and career choices, and wrote a recommendation letter for my internship application."

Columbia's Strategic Plan and the International Mentorship Program

The International Mentorship Program is part of Goal 5, Optimizing Enrollment, within Columbia's Strategic Plan.* Responding to the growth in international student enrollment, the International Mentorship Program has been identified as an integral support system engaging our international students with our community through the guidance of a fulltime faculty or fulltime staff member.

**Achieving our Greatness: A Strategic Plan for Columbia College Chicago 2015-2020*

"This program not only helped me in my studies but also my life in Chicago."

Mentorship Roles and Responsibilities

Role & Responsibilities of a Mentor	Role & Responsibilities of a Mentee
1. Listen	1. Ask and share
2. Oversee 1 or more international students	2. Get involved by joining a student organization
3. Reach out regularly to your Mentees	3. Communicate regularly with your Mentor
4. Share campus resources with Mentees	4. Seek out campus resources on your own
5. Attend Global Education programs/functions	5. Attend Global Education programs/functions
6. Participate in final survey and celebration	6. Participate in final survey and celebration

“My mentor is very kind and very willing to help me.”

Opportunities, Programs and Resources

1. **Global Education Professional Workshops (GEPD)**

- Designed for all Columbia faculty, staff, and International Mentors throughout semester
- Workshops on international culture, learning and classroom strategies, important resources and plenty of time for discussion

2. **Online Global Education Professional Development**

- Moodle link (transition to Canvas)
- Frequently asked questions
- Teaching strategies
- Mentor forum/blog
- Global Education Professional Workshop links – past and upcoming

3. **International Mentor and Mentee Lunch Series**

- Mentor Brown Bag Lunch Series - swap ideas, stories and resources, dessert provided
- Mentee and Mentor Lunch Series – brown bag lunch to grow our community, dessert provided

4. **Globe Chat programs designed for international and domestic students**

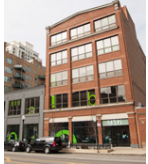
- Monthly lunch events learning about and celebrating the culture and food of a country or region in the world.
- Mentors, faculty and staff invited to join in the exploration of other cultures.

5. **Special Mentorship Programs**

- Mentor Mix Up on Friday before fall semester begins – get to know other mentors
- International Mentorship Program Mixer – time to find your Mentor or Mentees
- Mentorship Holiday Party and outing
- End of year International Mentorship Celebration – survey, chat and launch

Columbia Places and Resources by Location

LOCATION	RESOURCES	Links
 <p>33 E. Congress</p>	<p>Learning Studio with International Tutors Computer Lab - fifth floor Computer Technology Center (entrance on Wabash)</p>	<p>http://students.colum.edu/learning-studio/</p>
 <p>600 S. Michigan</p>	<p>Global Education Office International Advising & Mentorship International Admissions Education Abroad</p>	<p>www.colum.edu/studyabroad http://students.colum.edu/handbook/support/global-education.php</p>
 <p>618 N. Michigan</p>	<p>International Student and Scholarship Services Career Center International Students Organizations</p>	<p>http://students.colum.edu/multicultural/international-student-scholar-services/ http://students.colum.edu/career-center/ http://students.colum.edu/articles/2013/Fall/join-international-students-organization.php</p>
 <p>624 S. Michigan</p>	<p>The Library floors 1 – 5 Bookstore</p>	<p>www.library.colum.edu www.columbia.bkstr.com</p>
 <p>731 S. Plymouth Ct.</p>	<p>Counseling Services Student Health Center</p>	<p>http://students.colum.edu/health-center/counseling-services/ ht//students.colum.edu/health-center/</p>
 <p>623 S. Wabash</p>	<p>College Advising Center Dean of Students Student Relations The Workroom (free space & supplies for all students)</p>	<p>www.colum.edu/advising http://students.colum.edu/handbook/support/dean-of-students-office.php http://students.colum.edu/health-center/Student_Relations.php http://students.colum.edu/student-leadership/Workroom/index.php</p>

 916 S. Wabash	Student Organization & Leadership	http://students.colum.edu/student-leadership/index.php
	Student Communications	http://students.colum.edu/student-communications/index.php
	Campus Safety & Security	http://students.colum.edu/safety/

"My mentor is very kind and very willing to help me."

Other Resources:	
Police and Fire Emergency	911
Columbia Campus Safety & Security	(312) 369-1111
EASE 24/7 (for faculty and staff use)	Columbia reporting system Go to OASIS - click EASE tab

Global Education Calendar 2017 - 2018

International Student Welcome Program (ISWP)

August 30 and 31

- Orientation created just for international students
- Covers such issues as maintaining immigration status, insurance, navigating Chicago, plagiarism, intercultural communication, Moodle, syllabi, life in the CCC classroom
- ISSS office - Coordinator Nikki Brown

International Mentorship Program Events

Mentor Mix Up: More about the mentorship program / meet the mentors!

Friday, September 1, 11:30 - 12:30

1104 S Wabash, Conaway Center

Followed by Convocation and lunch in Grant Park

Mentor Mentee Mixer: Meet your Mentor or Mentee at the Mixer!

Friday, September 1, 3:00 - 4:30

1104 S Wabash, Conaway Center

International Mentor and Mentee Lunch Series

Mentor Brown Bag Lunch Series - Swap ideas, stories and resources among other Mentors
Mentee and Mentor Lunch Series – Brown bag lunch for Mentees and Mentors to build community, explore relevant issues, and enjoy meeting one another

Global Education Program Events

Monthly Intercultural Lunch Series GLOBE CHATS

Explore the culture of another place in the world
TBA

Education Abroad Fair

Wednesday, September 27, 11 – 2:00 PM
Stage Two, 618 S Michigan

International Day of Peace www.colum.edu/ISA

Thursday, September 21, 2016
Tables on Tuesday and Wednesday in the lobbies of 623 and 618

International Education Month (November) www.colum.edu/ISA

Celebrations all month long in November! Plan on bringing your Mentor or Mentee to at least one event during this worldwide celebration of global education.

“Beyond Columbia Borders” Thanksgiving Holiday Host Program

Host an international student for a traditional or not so traditional Thanksgiving meal

Columbia Program Events

OnCampus Job Fair

www.colum.edu/jobfairs

Career Center - TBA

Other Columbia Events

TBA