

THE LITTLE BOOK OF  
**MENTORING**  
**AT BROOKES**



**THERE'S MORE TO MENTORING THAN YOU THINK**



*“I was involved with 3 different mentoring schemes... I had a peer mentor to help with my learning, I enjoyed being a role model for children in a local school and my professional mentor gave me ideas about what I could do after my studies.”*

# MENTORING

## WHAT'S IN IT FOR YOU?

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THIS GUIDE TELLS YOU ALL ABOUT  
MENTORING AT OXFORD BROOKES

Find more information at:  
[www.brookes.ac.uk/mentoring](http://www.brookes.ac.uk/mentoring)



**#moretomentoring**

# FIVE TYPES OF MENTORING SCHEMES



## 1 | PROFESSIONAL

Your professional mentor offers an amazing opportunity to access networks, experiences, tips and get ahead information about the world of work.

## 2 | PEER

Students mentor other students. Peer means equals sharing knowledge and experience, providing support in developing specific skills or just being someone to turn to.

## 3 | PARTICIPATION

Be a mentor outside the university, participating in the community, at local schools or to particular groups of young people. Be a role model and inspire others.

## 4 | PLACEMENT

Many courses offer a placement out in industry. When you do a placement you are supported by a mentor, usually from your workplace.

## 5 | PRE-ARRIVAL

A student already at Brookes e-mentors someone who's applying to study at Brookes and gives advice based on their own experience, explaining how they settled in and began studying.



DID YOU KNOW THERE  
ARE NEARLY

50

ACTIVE MENTORING  
SCHEMES ACROSS  
OXFORD BROOKES?



# BOOST YOUR EMPLOYABILITY

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## Take part in a **Professional Mentoring Scheme**

- \* Learn from a top industry mentor
- \* Find out where your degree could take you
- \* Benefit from tailored career advice
- \* Find out about internships and other work experience opportunities
- \* Develop your networks



93%

OF OXFORD BROOKES  
STUDENTS ARE IN WORK  
OR FURTHER STUDY  
WITHIN 6 MONTHS OF  
GRADUATING\*

\*HESA Destinations of Leavers 2016

# LEARNING IN NEW WAYS

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## Take part in a **Peer Mentoring Scheme**

- \* Enhance your own learning by supporting other students
- \* Develop your skills leadership, time management and communication
- \* Give and receive specific help in your subject, so if you're good at something, help a student who isn't
- \* Experience different approaches and ways of looking at things to enrich your learning





## PEER ASSISTED LEARNING (PAL)



*“I struggled a lot in first year and I found it really useful to meet PAL leaders, other students like me who would understand the experience I was going through. Now I help other students who are struggling to cope with deadlines, the dynamics of group work and how to tackle an assignment.”*

# BE A ROLE MODEL AND INSPIRE OTHERS



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## Take part in a **Participation Scheme**

- \* Give something back to the community and feel good about it
- \* Develop one-to-one communication skills and learn to actively listen
- \* Make a difference and inspire another
- \* Raise the aspirations of students in the local community

A group of diverse students and a woman are gathered around a computer monitor. The students, including a boy in a grey hoodie, a girl in a dark hoodie, and a boy with red glasses, are looking intently at the screen. A woman with long brown hair and a fur collar is also looking towards the screen. The background is a warm, indoor setting with soft lighting.

## WHAT OUR STUDENTS SAY



*“Working as a tutor has allowed me to gain practical teaching and mentoring experience, whilst feeling that I am giving something back to the community.”*

# LEARNING IN THE WORKPLACE



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## Take part in a **Placement Scheme**

- \* Experience of a graduate level job
- \* Learn key employment skills
- \* Learn how to apply your knowledge in the workplace
- \* Have responsibility and receive support from your mentor to boost your confidence in new situations

# WHAT OUR STUDENTS SAY



*“Taking a placement year was the best choice I made and my mentor helped me apply my skills in the workplace. Now I have the knowledge I need to get a job after I graduate.”*



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# NETWORKS OF SUPPORT

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## Take part in a **Pre-Arrival Mentoring Scheme**

- \* Enjoy sharing your experience of university and give advice to someone who is at the start of their journey
- \* Learn new skills and help yourself to understand others
- \* An opportunity for students to give something back and help to create a community of support
- \* For those taking part this could be the one thing that makes the transition to university life easier, less lonely and more fun

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STUDENT  
AMBASSADOR

## GLOBAL BUDDIES

Support new international students at Oxford Brookes



*“Being a Global Buddy allowed me to explore my curiosity about British culture as well as the various international backgrounds of my buddies. This also enabled me to think about my own identity... it gave me the chance to spice up my life here at Brookes.”*



THE ZVI AND OREA MEITAK FAMILY FUND

## ONE OF OUR MENTORS SAID



*“It’s been great to be around young people at the start of their career. Their freshness, energy and ideas have been an inspiration to me.”*



# WANT TO BE A MENTOR?

Graduates from Brookes are very welcome to mentor students at Brookes. There are two main ways to do this:



1 | Be a mentor on a scheme for your subject area. Many schools and departments run mentoring schemes just for students on their degree programmes. This means you can mentor a student with specific interest in your professional expertise as well as network with other mentors. For more information check out the list of **professional/alumni mentoring schemes** on the website.

2 | Be a mentor on the **Brookes Connections Scheme**. This is the university's alumni mentoring scheme which connects students looking for a mentor for a 10 week mentoring scheme during the semester. Mentoring can happen face to face or online depending on where the mentor is located. For more information check out Brookes Connections Scheme on the website.

Find out more [www.brookes.ac.uk/mentoring](http://www.brookes.ac.uk/mentoring)

# SETTING UP YOUR OWN SCHEME

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## Things to think about when setting up a mentoring scheme:

- \* Why do you want to set up a mentoring scheme? Is it to support students' learning, their employability, help them settle in to uni or maybe you're thinking about staff mentoring, you need to be clear what the aim is
- \* Use the resources created as part of the Brookes mentoring project. There is online training for mentors; software to help with your mentor profiles and administration; and evaluation tools
- \* Talk to other scheme coordinators, they will be more than happy to share their experience and mentor you!
- \* Remember that when mentoring works, it can be transformational. Inspirational stories from mentors and those who are mentored will help you recruit and develop your scheme

Find out more at [www.brookes.ac.uk/mentoring](http://www.brookes.ac.uk/mentoring)

# FROM A MENTORING SCHEME ORGANISER



*“Each year we have a launch event for our professional mentoring scheme. This buzz and excitement in the room at this first meeting between students and their mentors is fantastic and the stories that we gather at the end of each mentoring year show us that the scheme is hugely beneficial, not just for the students, but for the mentors as well.”*



# KATHERINE GRAINGER

**CHANCELLOR OF OXFORD BROOKES UNIVERSITY**



*University is such a great place to learn so many skills, and one of the quickest, easiest and fastest ways to do this is through mentoring. You can be mentored in all different ways, it could be about your studies, it could be about specific skills or it could be about your future career. You could also be a mentor yourself with other students in the university or outside of university. In my sporting career I've done loads of different stuff. I've been mentored and I've mentored other people myself. It's a huge benefit on both sides and I'd really urge you to try it while you are at uni.*

**Dame Katherine Jane Grainger DBE is a British rower and with five Olympic medals is Great Britain's most decorated female Olympian. She is a 2012 Summer Olympics gold medallist, four-time Olympic silver medallist and six-time World Champion.**

# 5 REASONS TO BE A MENTOR OR BE MENTORED

1



**ENCOURAGEMENT  
SUPPORT AND  
PRACTICAL ADVICE**

2



**BE INSPIRED AND  
LEARN FROM  
OTHER PEOPLE**

3



**STRATEGIES  
FOR ACADEMIC  
SUCCESS**

4




**IDENTIFY GOALS  
AND FOCUS FOR  
THE FUTURE**

5



**EVALUATE AND  
REFLECT ON YOUR  
EXPERIENCES**







Being an active listener by asking open questions and exploring options

Motivating and encouraging others to identify and achieve their goals


Having respect for people, particularly young people



# WHAT MAKES A GOOD MENTOR?



Being a role model by sharing experiences, including mistakes, struggles and successes



Managing your own and your mentee's expectations by setting clear guidelines at the beginning

Manage your expectations...  
don't expect your mentor to  
assist with coursework and don't  
always expect an immediate  
response from your mentor

Be prepared to open up and  
share experiences, mistakes,  
struggles and successes  
and be open to advice and  
constructive criticism

Don't miss  
appointments  
without telling  
your mentor  
beforehand –  
it's only polite!

## HOW TO BE MENTORED



Accept any challenges  
given to you by your  
mentor and seek  
their support in  
achieving your goals

Don't intrude on a  
person's personal  
time or space...  
this includes  
social media

Be proactive and  
stay in contact  
your mentor...  
don't leave it  
up to them

## A CLOSER LOOK

The logo for Brookes Connections, featuring the word "BROOKES" in a large, bold, white serif font above the word "CONNECTIONS" in a smaller, white, sans-serif font. The text is set against a dark blue rectangular background.

# BROOKES CONNECTIONS

## e-mentoring for all Oxford Brookes students

Brookes Connections gives you the opportunity to connect with experienced alumni (past Brookes students) in professional jobs. They can provide one-to-one careers advice, support and guidance on their profession.

It is available to Brookes students in all subjects, year groups and levels of study.

### What is in it for you?

- \* advice and encouragement from an experienced professional
- \* assistance in setting clear career goals and sense of career direction
- \* strategies for dealing with academic issues
- \* increased social and academic confidence
- \* support to prepare you for your chosen career
- \* insights and connections from alumni to enhance your career prospects.

**The programme is delivered online by Oxford Brookes alumni. You choose who you want to mentor you and/or who to ask questions - based on their professional and educational background.**





## A CLOSER LOOK

# PEER ASSISTED LEARNING (PAL)



### How does a PAL scheme work?

Sessions are run by students, known as PAL leaders, who are chosen and receive training. PAL Leaders are usually paid for their time like a Student Ambassador. Attendance by students who want help is on a non compulsory and informal 'drop in' basis and the emphasis is on helping to share learning, solve problems and organise work.

#### **PAL benefits students because it:**

- \* gives discreet support for those wanting to learn from their peers;
- \* facilitates sessions that are proactive and participatory in an informal environment;
- \* gives privacy to practise the subject and to build confidence.

#### **PAL benefits the leaders because it:**

- \* allows them to gain personal confidence because they realise how much they already know;
- \* improves their knowledge of the subject;
- \* enhances a student's CV.

## A CLOSER LOOK

# OXFORD BROOKES ENTERPRISE SUPPORT MENTORING

Oxford Brookes Enterprise Support facilitates mentoring and coaching to assist early-stage business owners, social entrepreneurs, or others who have shown a desire to put a project into action.

The mentoring programme is primarily aimed at students and recent graduates, teams and individuals that have demonstrated that they are at a stage where mentoring would be beneficial to them and their project.

The mentors are entrepreneurs, business people, and experts selected from business contacts at Enterprise Support, who have expressed an interest in mentoring.

[www.brookes.ac.uk/enterprise-support/mentoring/](http://www.brookes.ac.uk/enterprise-support/mentoring/)



## EXAMPLE SCHEMES | CHECK OUT THE FULL LISTING ONLINE



If you want to apply or find out more about these schemes, or don't see what you want, then check out the full listing at [www.brookes.ac.uk/mentoring](http://www.brookes.ac.uk/mentoring)

### EXAMPLE SCHEMES FOR ALL STUDENTS

Brookes Connections Scheme and Ask a Question	Students can connect with experienced alumni (past students) in professional jobs to access one-to-one careers advice and support	Professional
Brookes Enterprise Support	Practical learning and skills training and one-to-one mentoring for students, staff and graduates	Professional
Peer Assisted Learning (PAL)	Current students mentor other students (usually from a lower year) on modules they have completed or for support for particular skills	Peer
Peer Expression Mentoring	Peer Expression Mentoring offers one-to-one advice and insights on students writing style	Peer
Global Buddy	Current Brookes students are buddies to new international Brookes students	Peer
Pre-arrival or New Student Mentoring	Current Brookes students mentor applicants who are coming to Brookes to study and help them transition into Brookes	Pre-arrival
Tutoring in the local schools	Current Brookes students can support year 11 students in local schools who are doing their GCSEs in English, Maths and Science	Participation
'Brookes Engage' Year 12 Access programme	Current Brookes students (usually first or second years) are mentors to Year 12 students from schools in Oxfordshire	Participation
Mentoring for Autism Spectrum Condition students	Current Brookes students mentor a pupil in a local school, helping them make decisions about their studies and their future	Participation

## EXAMPLE SCHEMES THAT ARE COURSE SPECIFIC

Bacchus Mentoring Programme	Current students on hospitality management module are mentored by a professional in the industry who helps them with their careers plans	Professional
Real Estate and Planning Mentoring Scheme (with OBREMS)	Second year students on real estate and planning programmes are mentored by a professional in the property industry who is also an alumni of their programme	Professional
Accountants in Mentoring Scheme (AiM)	Final year Accounting and Finance students are mentored by qualified accountants	Professional
Blake Morgan Mentoring Scheme	Final year law students are mentored by solicitors	Professional
Initial Teacher Training (ITT) mentoring	Different stages of mentoring for ITT students as they progress through their teacher training practice. Students become qualified OBU mentors	Professional
RIBA Architecture Mentoring scheme	Second year Architecture students are mentored by professional as part of their placement	Placement

## EXAMPLE SCHEMES FOR STAFF

Early career researchers	Experienced researchers mentor staff new to research	Peer Staff
Aurora programme	The Aurora programme encourages more women to move into leadership positions in higher education. Participants have a mentor as part of the programme.	Peer Staff



If you want to apply or find out more about these schemes, or don't see what you want, then check out the full listing at [www.brookes.ac.uk/mentoring](http://www.brookes.ac.uk/mentoring)

# YOUR MENTORING JOURNEY

## PRE-ARRIVAL

*Have a mentor before you arrive at Brookes (or be a mentor to a new student)*

Pre-arrival mentoring is about confidence, fitting in, making friends, settling into university life.

## YEARS 1/2/3

*Have a mentor or be a mentor*

Peer mentoring is about settling into studying, learning from your peers, improving your skills and your subject knowledge.

## YEARS 1/2

*Be a mentor in the community*

Personal development, giving back, helping others, extending your skills, being a role model.

## YEARS 2/3

*Have a mentor on your placement*

Applying your knowledge, work experience, developing higher level skills.

## FINAL YEAR

*Have a professional or alumni mentor*

Exploring your career options, building your network, interview tips, ideas for dissertation topics.



# MARK ZUCKERBERG (FACEBOOK)

**was famously mentored by  
Steve Jobs (Apple) and shared  
three lessons to consider when  
mentoring/being mentored**

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*Share the enthusiasm for learning  
something new; the joy is contagious.*

*A small amount of time invested on your  
part to share your expertise can open  
up a new world for someone else.*

*When the spirit of reciprocity prevails,  
both can gain from the exchange.*

Source: [https://chronicle.umbmentoring.org/  
who-mentored-mark-zuckerberg/](https://chronicle.umbmentoring.org/who-mentored-mark-zuckerberg/)

OXFORD  
**BROOKES**  
UNIVERSITY

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Find out more:

[www.brookes.ac.uk/mentoring](http://www.brookes.ac.uk/mentoring)

Contact us:

[moretomentoring@brookes.ac.uk](mailto:moretomentoring@brookes.ac.uk)

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