



Mentee Handbook

2018

Hi everyone! Welcome to the Open Wide Mentoring Scheme. We are really pleased to welcome you on board and look forward to working with each of you. So who are we and what can you gain from having an Open Wide mentor? We have summarised our main aims and objectives below along with a quick guide for you to refer to- we hope you find this useful.

Nora, as the Mentee Team leader, will be your go to person should you have any issues, and Melissa tends to deal with your mentors here at the university. However please don't hesitate to get in touch with either of us if you'd like to! You can contact us at:

openwide@leeds.ac.uk

Nora and Melissa

Open Wide Mentor Team Leaders

Open Wide: Your gateway to dentistry

It is a student led project, which works with pupils who are under-represented in dentistry.

Our Aims:

- 1) *Inspire* children to aim higher
- 2) *Encourage* students to fulfil their potential
- 3) *Guide* pupils towards a career in dentistry

Open Wide reaches out to these students by:

- Visiting primary schools
- Providing presentations to secondary school and sixth form students
- Mentoring potential dentistry candidates with the aim of providing information about life at university, help with the admissions process and boosting confidence.

Open Wide aims to achieve this by focusing on:

- Application and interview processes
- Sharing our experiences of the UCAS (Universities and Colleges Admissions Service) system and personal statement
- Our experience of dental student life
- Offering workshops on a wide variety of topics
- Sign posting applicants to specific help i.e. finance etc
- General university life

What is mentoring?

The Open Wide mentoring team operates through an online programme that enables the mentor and mentee to communicate via emails.

As a mentee you will be paired up with a current dental student.

What will happen as an Open Wide Mentee?

- On applying to join the Open Wide mentoring scheme you will be paired up with your future mentor, a current dental student at the University of Leeds. Your mentor will follow you through the two years of your A Levels and guide you through the UCAS application process.
- You and your mentor will be in regular contact with one another via your personal pages on the Brightside Trust website. The website you will use to keep in touch with your mentor is <https://brightsidementoring.org/sign-in>. As all contact is online it shouldn't take up too much of your time and you can fit it in around your studies.

What can you gain by being an Open Wide Mentee?

The Open Wide e-mentoring scheme offers you an opportunity to:

- Learn more about life at dental school, so better preparing you for university applications.
- Discuss your career goals.
- Use the many resources available on the Brightside web-portal to find out about the issues and experiences of being at university.
- Email your mentor about current affairs.
- Receive one-to-one support.
- Increase your motivation.

- Make a new friend!

Ideally your mentor will contact you through Brightside Mentoring at least monthly. You will share responsibility with your mentor to keep communication flowing and develop a good mentor / mentee relationship.

What can you expect from your mentor?

The main task of an e-mentor is to develop a secure and supportive relationship with their mentee through regular contact using e-mail. You can expect:

- Useful advice and tips.
- Help by sharing their own experience of both success and failure.
- Signposting to other sources of information such as useful sites and links.
- Provision of ongoing support and encouragement.
- Exploration and discussion of problems and ideas
- Help to develop existing skills and learn new ones

Your mentor is not

- There to write your personal statement.
- A counsellor, teacher or careers advisor.

What is the Brightside Mentoring website and how will I use it?

The *Brightside Mentoring* website is an interactive 'chat room' or 'portal' whereby mentee and mentor can interact safely on the Internet. It is quite similar to communicating via e-mail only in a much safer and easier to use medium. This way you can record all of your conversations.

You will be given a user name and password, this will allow you access to a private area on the *Brightside Mentoring* website where you and your mentor can exchange conversation. **Therefore you do not need to give out ANY personal contact details.**

Mentee Code of Conduct

When entering into a mentoring relationship it is essential to understand the necessary boundaries to such a relationship and to ensure that you both operate within these boundaries.

- Mentees or mentors must not exchange home telephone numbers, addresses or personal e-mail addresses.
- Mentees and mentors must not exchange gifts.
- Mentees and mentors must not give or loan money to each other.
- Mentors and mentees must not enter into personal or sexual relationships.
- Generally mentees and mentors will not discuss personal areas of their lives. If such areas are discussed this will not take place without the permission of the party concerned. Both parties should think carefully about how much information relating to personal areas that they disclose. Therefore divulging personal information will be at the discretion of each individual.

Managing a mentoring relationship

A code of practice:

- Adhere to the confidentiality guidelines
- The mentee will not intrude into any areas the mentor wishes to keep private until invited to do so.
- Aim to be truthful with each other.
- The relationship should not be exploitative in any way, or open to misinterpretation.
- Respect each other's time and other responsibilities
- Share responsibility for the smooth winding down of the relationship when it has achieved its purpose.
- Either party may dissolve the relationship with joint responsibility for discussing the matter together.
- Mentors and mentees must be aware that all records are subject to statutory regulations under the Data Protection Act, 1998.

What we expect from you

Dos:

1. Contact your mentor within one week of first contact.
2. Communicate with your mentor at least **once a month**. If your mentor is unresponsive then let your Mentor Team Leaders know. This is very important, as it is a waste of time and money if one party is not making full use of the mentoring service. The Open Wide mentoring scheme uses a 3-strike policy. The unresponsive party will get **two** warnings about the lack of communication. If a third warning has to be issued, the unresponsive party will be removed from the system.
3. Timely responses to messages – the 3-strike rule also applies here.
4. Find out when your mentor will not be in university and when they will be unable to respond to your messages e.g. holidays and exam period. Let them know when you will be unavailable e.g. exam period, holidays, study leave and work experience.
5. Be aware that your mentor's value system and culture may be different to yours. Do not make any assumptions.
6. Contact the Mentor Team Leaders if you have any concerns.

Don't:

1. **Don't** wait for longer than two weeks if you have not heard from your mentor; contact us to find out what has happened.
2. **Don't** conduct face-to-face meetings unless organised by the Open Wide committee.

Confidentiality

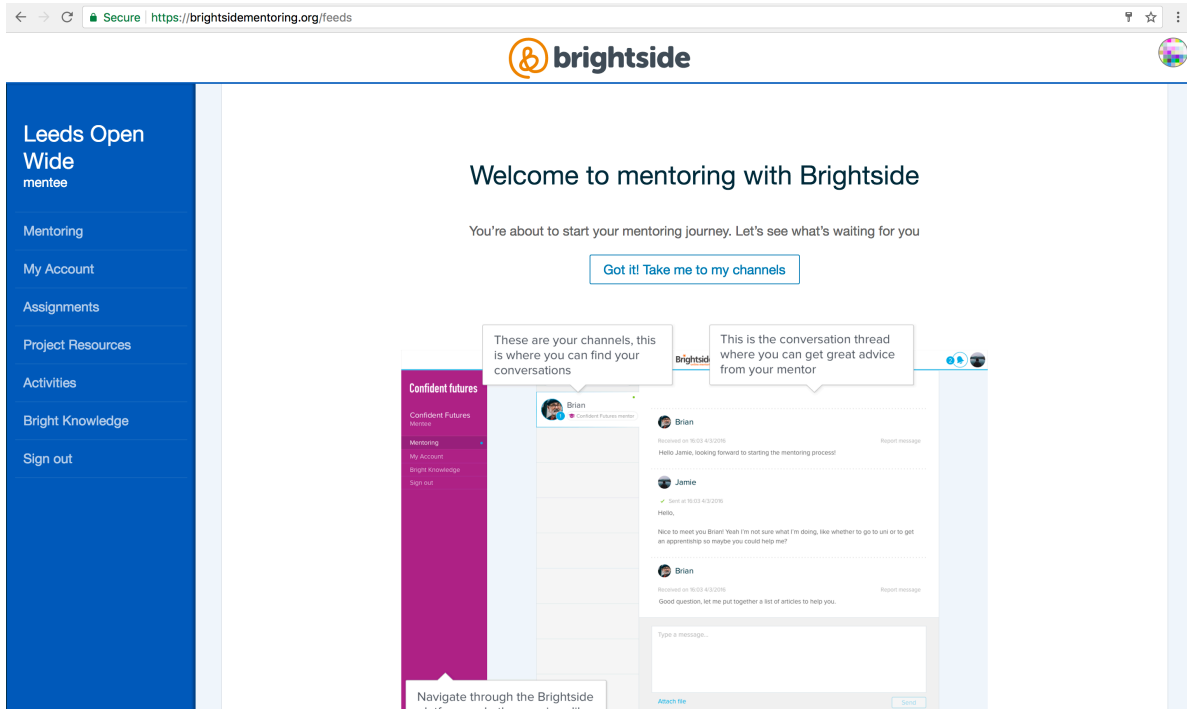
Neither you nor your mentor should talk about information that has been discussed or shared during your online dialogue. Your mentor must feel that they can communicate with you; covering a wide range of issues and that these discussions will remain confidential.

The communications that occur will be monitored by the Open Wide Mentor Team Leaders who will be looking to see that the dialogue is appropriate.

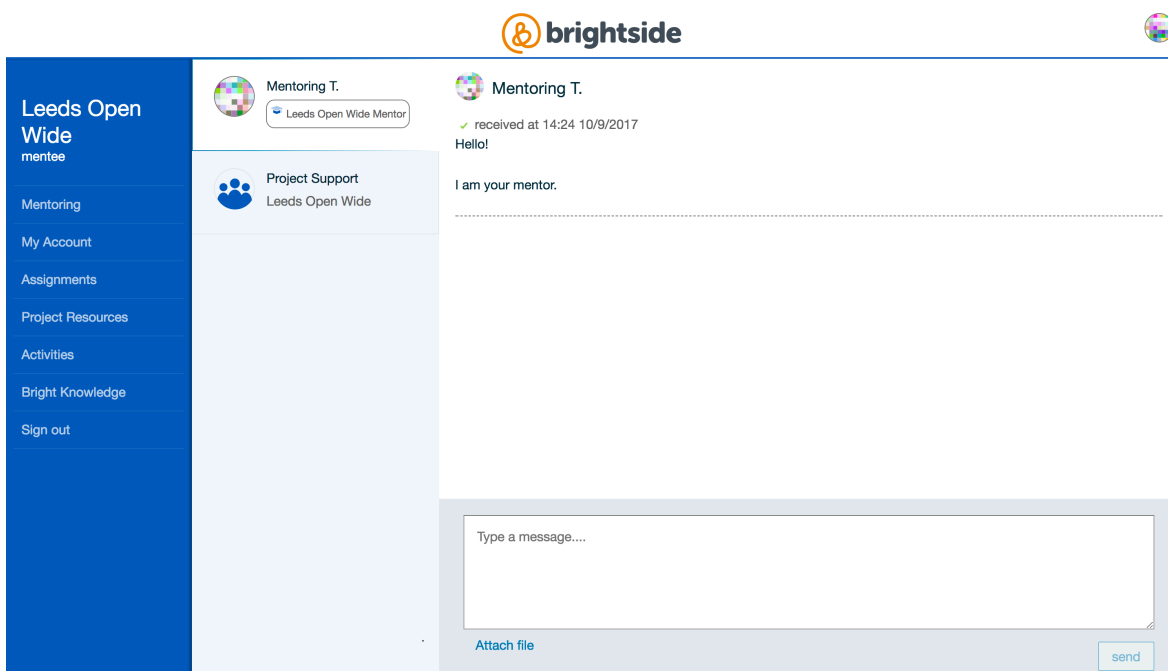
Neither teachers nor the admissions tutors will have access to the information posted on the website. Teachers however will, if they wish, receive feedback on how the scheme is running.

How to use the website

1. When you sign up to Brightside Mentoring, your homepage should appear as below



2. Once you have been assigned a mentor, your mentor will send you a welcome message. This should be within 48 hours of you being matched. You should receive an e-mail to the e-mail address you have signed up with to notify that you have been matched to a mentor. Click on the Mentoring tab on the left hand side of the webpage. As you can see, your mentor will be tagged with Leeds Open Wide Mentor



3. Project Support is where you can contact the Open Wide co-ordinators regarding any problems with your mentor or the website. This is not your mentor.

The screenshot displays the Brightside web interface. At the top, the 'brightside' logo is visible. On the left, a blue sidebar contains navigation links: 'Leeds Open Wide mentee', 'Mentoring', 'My Account', 'Assignments', 'Project Resources', 'Activities', 'Bright Knowledge', and 'Sign out'. The main content area shows a header for 'Mentoring T.' with a 'Leeds Open Wide Mentor' button. Below this is a 'Project Support' header for 'Leeds Open Wide'. The central message reads 'This is your support channel' with a note that 'Messages sent here will be sent to your coordinator'. At the bottom, there is a text input field with the placeholder 'Type a message...', an 'Attach file' link, and a 'send' button.

All in all, the e-mentoring process is very simple and easy to use. However, should you have any queries about anything at all, please do not hesitate to contact us:

openwide@leeds.ac.uk

Nora: dn15n2m@leeds.ac.uk

Melissa: dn15mkms@leeds.ac.uk

Good Luck!