



**BUSN 1801 – H71: Contemporary Issues in the World of Business:  
Gramling Mentorship Program**

**Instructor Information**

Undergraduate student contact: Kayla Hogrefe, *Academic Advisor*: Kayla.hogrefe@uconn.edu

Graduate student contact: Kelly Kennedy, *Associate Director of Student Development & Outreach, Career Education*: Kelly.kennedy@uconn.edu

**Course Overview**

Welcome to the UConn School of Business Gramling Mentorship program course. This course was designed to prepare and connect School of Business undergraduate students with graduate business student mentors in who are committed to building strong mentoring relationships and aiding students in leveraging mentorship as a tool to build their lifelong professional goals.

**Course Outcomes—*Students in this course will:***

- Build and steward a mentoring relationship with a graduate business student to seek their insight, advice and support in establishing your professional goals
- Complete the Strengthfinder for Students assessment and engage in discussion how this might reflect their professional goals.
- Test their research skills on their assigned mentor and the mentor's company via LinkedIn and other online resources to help prepare for their mentor relationship.
- Develop, test and refine their "their professional values" and how those are explored through the mentoring relationship and communicated when introducing or interviewing for professional opportunities (networking introduction and interview question responses) in order to strengthen their self-confidence and develop an ease with seeking out opportunities to expand their professional network.

**Class Schedule and Format**

This is an online course. You will be asked to meet/speak to your assigned mentor at **least 3 times per month** on the phone, via email, SKYPE /WebEx/ZOOM, and/or during the various events that will be options for you to attend (virtual and in-person) through the semester. You will fulfill all other course requirements online and will find all the course materials and submit all course assignments on HuskyCT.

To succeed in this course, you **need to**,

- (1) initiate contact and interact with your mentor at least three times a month
- (2) submit all assignments on time and when there are readings associated with the assignment, please incorporate the information in your papers.

- (3) Receive positive mentor feedback from your monthly interactions
- (4) Undergraduate must purchase and complete: **CliftonStrengths for STUDENTS TOP 5 ONLY** Assessment accessed here: [https://store.gallup.com/p/en-us/10265/cliftonstrengths-for-students-top-5?utm\\_source=link\\_sq3&utm\\_campaign=item\\_305129&utm\\_medium=copy](https://store.gallup.com/p/en-us/10265/cliftonstrengths-for-students-top-5?utm_source=link_sq3&utm_campaign=item_305129&utm_medium=copy)

Use your UCONN email to receive the discount \$11.99 total. You automatically receive the Strengthfinder ebook and your personal results once you register.

### Submitting Assignments

All assignments, with the exception of SparkHire, will be assigned and submitted via HuskyCT. Please see Strengthfinder instructions above. Each assignment may have individual readings or podcasts; however, there is no textbook and no final exam. Remember, you will be asked to share this material with your mentor, as well.

### Assignments & Due Dates

These assignments will be graded based upon the intellectual effort put forth in completing them. This course is not intended to be a course on the strength of your writing, but to ensure that proper effort is applied in developing beneficial mentor-mentee relationships.

Assignment	Due Date	Points
Listen to Harvard Business Journal Podcast on Receiving Help: <a href="https://hbr.org/podcast/2020/10/all-the-help-we-can-get">https://hbr.org/podcast/2020/10/all-the-help-we-can-get</a> Listen to this podcast on Mentorship: <a href="https://soundcloud.com/uconnlaunch/the-life-changing-impact-of-mentorship-with-sonja-narcisse-and-kelly-kennedy">https://soundcloud.com/uconnlaunch/the-life-changing-impact-of-mentorship-with-sonja-narcisse-and-kelly-kennedy</a> There will be a discussion board question to answer. You will be assigned a mentor; please make contact with you mentor by September 20 <sup>th</sup> and share your resume with them.	September 20 <sup>th</sup> - Midnight	15 Points
Submit a "Tell me About Yourself" and read materials on this topic located on HuskyCT <b>CliftonStrengths for STUDENTS TOP 5 ONLY</b> Assessment due Please share your TMAY and include a conversation about your strengths results in the next conversation you have with your mentor.	October 4 <sup>th</sup> -Midnight	10 Points
Submit Online Interview Assignment from Spark Hire <i>Details and links are located on HuskyCT</i>	October 25 <sup>th</sup> - Midnight	20 Points
Attend <b>ONE of the two</b> virtual Panel events- <i>How to Network in Your Industry</i>	Dates TBD – October and November	10 Points Attendance will be taken in order to receive points

Mentor Interview Paper & Monthly Interactions Summary		20 Points
Feedback Mentor to Mentee	November 29 <sup>th</sup> Midnight	15 Points
Feedback of Mentor by Mentee	November 29 <sup>th</sup> Midnight	10 Points

In the first week of class, you will be assigned and given the name, resume industry of interest and email of your mentor. You will then send out an initial introductory email to your mentor. (This could be a good assignment, of how to seek out a mentoring relationship.) You can ask your mentor for a time to talk on the phone as you would like to interview him/her. Before the interview you should use sources such as LinkedIn, Twitter, website and his/her current/prior company websites to research your mentor. The mentors who have volunteered to assist you, have been told that it is your responsibility to keep the relationship going. You must initiate the conversations. As mentioned before, you will need to reach out to the mentor on a few occasions, therefore, a second and third outreach could be getting feedback on your resume, and professional presence sharing your “tell me about yourself” talking about your career options and goals.

**“Tell Me About Yourself” Assignment (10 Points)**

1. Complete the Strengthfinder Assessment -instruction noted above.
2. Write a draft paragraph (250-400 words) that answers the question, “Tell Me About Yourself.” If you are at a loss for where to start, some sample prompts are: “I am the kind of person who...” “I am known for...” “People I have worked with and former managers describe me as.... I feel most engaged and successful at work when... My next adventure is .... The Strengthfinder results indicated....” This paragraph should be written in the context of the workplace and should mention your workplace skills and strengths. You will receive feedback on this assignment. This is mean for a networking conversation that will lead to internship and job opportunities. Please refrain from personal stories that do not relate to the workplace environment. Additional resources will be provided on HUSYCT to assist you.

**Mentor Interview Paper (20 points)**

You are an investigative reporter, and you are at the start of a relationship – so make it memorable by preparing well. For the first conversation, develop a list of 10 to 15 questions specific to your mentor’s career, challenges, achievements and professional goals. Please share a summary of the dates when you spoke to your mentor. Use those questions to conduct an interview of your mentor. Examples of questions to ask your mentor can be found in HuskyCT. This paper will be 3-4 pages long and size 12 Times New Roman or Cambria font, double spaced with 1-inch margins. You must also incorporate the readings assigned in this course into the paper.

**Sparkhire Interview Assignment (20 points)**

This is a web-based interview practice in which you will need to create an account using your UConn email. Prepare, practice and record your responses to several interview questions that will be posted in the interview. Please treat this assignment as if it were a real interview – meaning that points will be deducted if **you do not dress appropriately or have distracting surroundings**. Please remember the goal is to ensure you are representing your personal brand that you have been exploring with your mentor. Once you complete your interview, email it to your mentor. Your mentor will be providing feedback to you on this interview. The information on how to use this program is provided in HuskyCT. If you encounter any technical issues, please let your instructor know as soon as possible. *Instructions are located on Husky CT.*

### Mentor and Mentee Feedback (25 total)

At the end of the semester, feedback from each mentor will be obtained by your instructor in order to evaluate your success in capitalizing on this opportunity to connect with your mentor. Mentors will provide an overall critique of ALL your professionalism interactions (emails, conversations, engagement, Sparkhire, TMAP, and Strengthfinder) and submit a score of up to **15 points** towards your final grade. The mentors are also learning how to give feedback and provide advice and resources to their mentee; therefore, you will be asked to give confidential feedback on your mentor at the end of the semester which will be worth **10 points**. A form will be provided to capture your feedback.

### Grade Scale

A = 93-100	A- = 90-92	B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72	D = 60-69	F = <60

### Academic Misconduct Statement

A fundamental tenet of all educational institutions is academic honesty; academic work depends upon respect for and acknowledgment of the research and ideas of others. Misrepresenting someone else's work as one's own is a serious offense in any academic setting and it will not be condoned." [University of Connecticut, Student Code, Section VI](#)

### Persons with Disabilities Statement

"The University of Connecticut is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the policy that no qualified person be excluded from participating in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. If you are a student with a disability and require academic accommodations, please contact the Center for Students with Disabilities at 860-486-2020 or [csd@uconn.edu](mailto:csd@uconn.edu) for more information."