



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
OREGON STATE UNIVERSITY, NAVAL ARMORY
CORVALLIS, OREGON 97331-5401

NROTCUOSUINST 5350.1A
15 APR 14

NROTC UNIT OREGON STATE UNIVERSITY INSTRUCTION 5350.1A

Subj: MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 5321.2A-7-A
(b) MCO 1500.58
(c) NAVMC DIR 1500.58

Encl: (1) Mission and Goals Form
(2) 4/C BOTC Form
(3) Mentor Log Format
(4) HCC Assessment
(5) Mentor-Mentee Relationship Evaluation
(6) Mentorship Agreement

1. Purpose. To provide policy and guidance for the structure and management of the NROTC Oregon State University Mentorship Program.

2. Goal. The goal of the mentor program is to clearly define the structure upon which preliminary mentorship relationships are created, that will directly lend towards personal/professional development, camaraderie, and esprit de corps within the Battalion.

3. Cancellation. NROTCUOSUINST 5350.1 on 13 Jan 10

4. Pairing System.

a. NSO candidates will be required to fill out Enclosure (1) and Enclosure (2) prior to completing NSO.

b. The first week of Fall Term all prospective mentors will meet at the NROTC Unit Oregon State University and select their mentees.

c. During the first week of Fall term, following the assignment of mentor/mentee pairs, all the mentors and mentees will attend a meet and greet hosted by mentors and staff and paid for via Taffrail funds (either student Taffrail or Alumni Taffrail per direction of the Commanding Officer). This is to give each mentor and mentee the opportunity to meet each other in a casual environment.

5. Reassignment of Mentors or Mentees. There may be times when it may become necessary to pair a mentee with a different mentor. Any changes of mentor/mentee pairs will be coordinated by the Battalion N2 and approved by the mentee's class advisor and the unit Executive Officer.

6. Mentor Role.

a. Only pre-approved 2/C and 3/C Midshipmen will be eligible to mentor a 4/C Midshipman. Only pre-approved 1/C and 2/C Midshipmen will be eligible to mentor 3/C Midshipmen. Mentors must have a cumulative GPA greater than 2.5, have a current PFA score of at least a "Good", and be in good standing with the NROTC OSU Unit. Final approval for mentors rests with the Executive Officer.

(1) 2/C Midshipmen who do not meet the aforementioned qualifications are not eligible for the mentorship program and will not select a freshman mentee.

(2) 3/C Midshipmen may participate in the program as mentors with the approval of, and at the direction of the Sophomore Class Advisor and the Executive Officer.

(3) Ultimately, those best prepared to be mentors, regardless of class or seniority will be assigned as mentors though no mentor will be required to serve as a mentor for more than two students.

b. The role of the mentor is to provide a mature, professional role model and coach for each mentee. The role of the mentor should not focus primarily on military orientation and aptitude but on improving the health, safety, welfare, and success of the mentee with regards to academics, physical fitness, and adjustment to college life and should include guidance on college success, study habits, social interaction, and leading a balanced life. Professional development and military aptitude are also important goals that the mentor should emphasize but other systems are in place to encourage improvement in these areas including the battalion staff/chain of command and class advisors.

c. The mentor-mentee relationship is separate from the Battalion Chain of Command. Although it is separate from the chain of command, a professional atmosphere must be maintained. If at any time this cannot be upheld it is the responsibility of the mentor to remediate the situation or seek help from the unit staff.

d. Situations may arise with a mentee that require involvement of the battalion or unit staff chain of command. The mentor should advise the mentee on how to take the appropriate action. Only on rare occasions should a mentor take action and inform the chain of command without permission from his mentee, such as ensuring the health, welfare, and/or safety of the mentee.

7. Mentee Role.

a. The role of the mentee is that of a future mentor. The mentee should seek to grow personally and professionally with the guidance and support of both their mentor and the battalion.

b. The mentee should be proactive in his or her personal growth and develop the skills that will allow him or her to later serve as a mentor in addition to his or her personal success.

c. The mentee should not slip into a comfort zone of simply existing within the unit but instead strive to become a leader.

d. The mentee must be open to criticism and correction from others and realize that it is out of concern for their growth that others are willing to provide guidance.

e. When a mentee assumes a billet, he or she must have the courage to actively assume a position that may be senior to that of their mentor. While in a more senior role, the mentee will likely still receive guidance from their mentor.

f. Situations may arise which exceed the scope of the mentor relationship. The mentor will advise the mentee to inform the chain of command about the situation. The mentee's failure to do so is not the responsibility of the mentor, but of the individual student. In the event that a student's health and safety are in jeopardy, ANY MEMBER OF THE MENTOR GROUP SHOULD INFORM THE UNIT CHAIN OF COMMAND IMMEDIATELY.

8. Guidance. To ensure effective use of the program, the following guidelines will be followed:

a. Each mentor and mentee is responsible for keeping a Mentor Log. They will be able to produce this log upon request by their Advisor or a unit staff member. This Mentor Log should be a section of the Leadership Notebook that all students shall maintain, per the Battalion Regulations.

(1) The purpose of the Mentor Log is for the advisors and unit staff members to be able to verify that a mentor/mentee relationship is ongoing and functional. This does not need to be a verbatim transcript of every communication between mentor and mentee.

(2) Any notable events that do not have an inherent paper trail (e.g. emails) will be included in the Mentor Log.

(3) The Mentor Log format as outlined in Enclosure (6) will be used for every page and entry.

(4) The Mentor Log may be in a written format (e.g. notebook) or in a electronic format.

b. If a mentee is required to submit a Deficient Grade Report it will be submitted via their Mentor to the Battalion N2 with a copy to the Platoon Leader/Sergeant who will forward to Company Commander/Executive Officer.

c. Mentors and mentees will PT together at least once every two weeks, outside of unit PT activities.

d. Mentor and mentees will participate in at least one volunteer activity per term.

9. 3/C Mentees.

a. 3/C Midshipmen are required to have a mentor, but they will have the opportunity to choose the battalion member they want as an official mentor. 3/C Midshipmen may either retain the mentor from the previous year or find a new mentor, with the approval of that new mentor. An acceptable mentor is someone in the NROTC Unit who can provide specific guidance relevant to NROTC activities and is senior to the 3/C mentee.

b. The mentee must be able to identify their mentor and their mentor should be able to identify them as a mentee. Both the mentor and the mentee shall maintain a Mentor Log.

10. 2/C and 1/C Mentees.

a. Upperclassmen must be able to identify to their advisor that they have a mentor, but there is no restriction on who that mentor is. Mentors could be professors, advisors, colleagues, etc.

11. Mentor/Mentee Evaluations.

a. Mentors and mentees will fill out mentorship evaluations half way through the Fall term, at the end of Fall term, at the end of Winter term, and at the end of Spring term.

b. The purpose of these evaluations is to verify that the mentor relationship is working effectively and to improve the quality of the Mentor Program.

c. Mentors and mentees will not see each other's evaluations of the mentorship program. Both, however, will know evaluations are being written.

d. Mentors will fill out Enclosure (4), evaluating the performance of their mentee(s).

e. Mentors and mentees will fill out Enclosure (5), evaluating the efficacy of the mentor-mentee relationship.

12. Academic Advisor Role

a. The role of the advisor is to serve as a role model and as the mentor to all students.

b. The advisor will meet with the mentors a minimum of twice a term to provide guidance and training as required.

c. As the senior mentor, advisors should be prepared to help train and mold the mentors.

13. Written Contract. Both mentors and mentees will read and acknowledge their role within the mentorship program by reading and signing the mentorship agreement as per enclosure (6).


R. K. WOOD

Mission and Goals Form

Mentor Name:

Mentee Name:

Unit Mission. What is the mission of the OSU NROTC Unit?

How does the mentee contribute to the unit's mission?

SMART Goals (3 or 4 - Specific, Measurable, Attainable, Realistic, Time-bound)

Professional Goals:

Personal Goals:

Tasks (action plan for accomplishing goals)

Action Steps

Deadline

Mentee Bio Form

Mentee Name:

Major:

Bio Data

1. What other time commitments do you have, or anticipate having, in addition to your courses and NROTC commitments - Job, Intramurals, Volunteer Commitments?

2. What is your living situation? (In dorm/in town, roommates, are they in the unit & who are they, if not are they attending OSU, what is the relationship?)

3. What are your hobbies and other interests?

4. Do you have any special skills (Play an instrument, experience with automotive repair, juggle, etc.)

5. What is your course load this term? (Number of credits, classes)

Professional Information

1. What is your preference for Service Assignment?

2. What is your latest PFT/PRT score?

RUN TIME	CURL UP / CRUNCH	PULLUP / PUSHUP	OVERALL
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Mentor Log Format

Date	Activity
<i>mmddyyyy</i>	<i>This is an example of a correspondence log entry. Entries must be dated on the left.</i>
<i>mmddyyyy</i>	<i>A new entry will start on the next line. Entries are not to be verbatim transcripts of the meeting and should only be a log of general activities.</i>

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Honor, Courage, Commitment (HCC) Assessment

Mentee Name:	Date:
Mentor Name:	

N = Needs Assistance; E = Effective

Honor: Integrity, Responsibility, Accountability	
H1 Leads by example	
H2 Upholds the reputation of the Navy/Marine Corps	
H3 Seeks responsibility and accepts responsibility for success/failures	
H4 Respects self and others	
H5 Maintains high levels of mental development	
H6 Maintains high level of emotional stability	
H7 Maintains high level of physical readiness	
H8 Maintains high level of morale and enthusiasm	
H9 Does the right thing when no one is looking	
Courage: Do the right thing, in the right way, for the right reasons	
C1 Does the right thing even when unpopular or difficult	
C2 Holds others accountable to Navy/Marine Corps standards	
C3 Takes ownership of difficult situations even if beyond the scope of regular duties	
C4 Admits to shortcomings and mistakes	
C5 Obeys all lawful orders and regulations	
C6 Refuses to participate in inappropriate behavior despite social pressure	
C7 Takes ownership of and seeks assistance in dealing with difficult personal situations	
C8 Assists subordinates in taking on difficult personal situations	
C9 Obeys the law at all times	
Commitment: Dedication to mission. Devotion. Always makes a positive impact	
Co1 Shows enthusiasm in being a midshipman and inspires others	
Co2 Demonstrates situational awareness and sound judgment	
Co3 Sharpens common skills	
Co4 Pursues professional development	
Co5 Acts responsibly in the use and care of equipment and assets	
Co6 Accomplishes tasks in a timely manner, no matter what the conditions	
Co7 Lives within means (budgeting, spending, saving)	
Co8 Operates PMV/POV responsibly	
Co9 Acts responsibly during recreational activities	
Co10 Avoids alcohol abuse and has zero tolerance for drug use	
Co11 Develops game plans, takes needed steps to minimize risks	

Mentor-Mentee Relationship Evaluation

Mentor Evaluation Form
(Completed by the Mentee)

Mentors Name: _____ Major: _____

Mentee's Name: _____ Major: _____

Term: _____

Questions	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My mentor was accessible and available.					
My mentor communicated regularly with me					
My mentor was concerned about my academic problems and helped me to remove all deficiencies.					
My mentor contacted me regularly if I needed to improve my course work performance.					
My mentor's behavior and attitude was generally professional and courteous.					
I learned at least one important lesson about college life, or life in general from my mentor.					
Overall, my mentor participated in most mentoring activities.					
I anticipate an extended future relationship with my mentor.					

Comments:

Mentee Signature: _____ Date: _____

Mentor-Mentee Relationship Evaluation

Mentee Evaluation Form
 (Completed by the Mentor)

Mentors Name: _____

Major: _____

Mentee's Name: _____

Major: _____

Term: _____

Questions	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My mentee was accessible and available.					
My mentee communicated regularly with me					
My mentee was concerned about academic problems and worked to remove all deficiencies.					
My mentee contacted me regularly if there was a need to improve course work performance.					
My mentee's behavior and attitude was generally professional and courteous.					
My Mentee learned at least one important lesson about college life, or life in general from me.					
I recommend my mentee for future mentoring programs.					
Overall, my mentee participated in most mentoring activities.					
I anticipate an extended future relationship with my mentee.					

Comments:

Mentor Signature: _____

Date: _____

MENTORSHIP AGREEMENT

Mentee: _____

Mentor: _____

We (mentor and mentee) agree to enter into a mentorship relationship. By entering into this agreement, the mentor recognizes his/her role as a professional role model and expects to share advice, experience, and guidance consistent with the Navy/Marine Corps values and the Warrior Ethos. The mentee understands that the relationship is designed to meet his/her needs, but that primary responsibility for personal/professional development remains the responsibility of the mentee.

We acknowledge that we have discussed this relationship and understand it to be an important developmental opportunity for all participants. We agree to respect the other's personal requests and to maintain confidentiality before, during, and after the mentoring period.

We recognize that our participation in this career and professional development program may require non-duty time.

Mentor Signature/Date

Mentee Signature/Date

Recommended Approval:

YES NO

YES NO

Mentor Class Advisor Signature/Date

Mentee Class Advisor Signature/Date

Approved:

YES NO

Executive Officer Signature/Date