YEAR PLAN

First Year Mentorship Coordinator

Maria Ruggero

McMaster Science Society

2023-2024

(submitted September 1, 2023)

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2023-2024 Year Plan

Letter from the Position

My name is Maria Ruggero and I am your incoming Mentorship Coordinator! My journey with the MSS began when I was in first year and I signed up to be a part of the Mentorship Program. My mentor walked me through my first year, answering all my questions and providing me with information I didn't even know I needed. Being a mentor myself, I realized how rewarding it is to be there for someone whose shoes you have been in; to help them at their low points and celebrate with them through their highs. I was later a mentor and found so much reward in helping first-year students. Our first year mentorship program has on average 500+ mentees and 100+ mentors last year! I am looking forward to continuing to expand the program and making it the best it can be for our incoming first year students.

One of the main goals of this year's mentorship program is to increase engagement from past years. One of the main benefits to a mentorship program so large is that students have ample opportunities to meet other first year students and connect with a variety of upper-year mentors.

Please do not hesitate to contact me if you have questions about mentorship or would like to become involved. I look forward to supporting the students within the Faculty of Science this year and help to make their university experience the best it can be!

Maria Ruggero
First Year Mentorship Coordinator
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TIMELINE

Month	Objective/Project/Event/Goals
June	**Projects:** 1. First Year mentorship begins **Things to complete:** 1. Open mentee registration 2. Open internal MSS mentor hiring 3. Edit Mentorship Handbook
July	**Projects:** 1. Hire Subcommittee **Things to complete:** 1. Open subcommittee applications 2. Begin subcommittee interviews 3. Create Microsoft teams for mentorship program 4. Assign mentor-mentee pairings
August	**Projects:** 1. Train Subcommittee 2. Start Mentorship Service **Things to complete:** 1. Send out email to mentors notifying of matches 2. Send out August email template and resource packages about first week of classes and what mentors wish they knew before university 3. Send out mentor response form 4. Begin subcommittee meetings to outline roles
September	**Projects/ Events:** 1. Mentor Training 2. Mentorship Social **Things to complete:** 1. External Hiring of Mentors 2. Fall Mentee Registration 3. Assign mentee-mentor pairings

	4. EDI training for mentors and mentor specific training 5. Send out September email with resource about getting involved 6. Host September Social 7. Send out mentor response form
October	Things to complete: 1. Send out October email and resource package about handling midterms 2. Send out mentor response form
November	Projects/ Events: 1. November Social Things to complete: 1. Send out November Email and a suitably themed resource package 2. Host November Social 3. Send out mentor response form
December	Things to complete: 1. Send out December Email and a suitably themed resource package 2. Send out mentor response form 3. Send out feedback form to mentees and mentors to see if they want any changes for the winter semester
January	Projects: 1. January Social Things to complete: 1. Send out January Email and a suitably themed resource package 2. Host January Social 3. Send out mentor response form
February	Things to complete: 1. Send out February email and a suitable themed resource package 2. Send out mentor response form

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March	Projects:
	    1. March Social
	Things to complete:
	    1. Send out March email and resource package about second year specializations
	    2. Send out mentor response form
	    3. Host March Social

April	Projects:
	    2. End of year care packages
	Things to complete:
	    1. Create care packages with mentor volunteers for mentees
	    2. Send out April email and resource package about second year and summer plans
	    3. Collect end of year feedback from mentees, mentors and subcommittee

OBJECTIVES:

Objective 1: Increase in person engagement of program	
Description/ Current State	Coming out of COVID mentorship events have experienced low attendance. Despite the university going back to in person the impact of COVID is still seen on event turnout. Last year 2 events were held in the fall semester and 1 event in the winter semester.
Goal	Improve attendance of mentorship events and ultimately increase engagement within the mentorship program - Run 1-2 social based events a semester - Mentorship subcommittee events planner will help organize and facilitate the events with first year student engagement in mind - mentor and mentee feedback will be implemented into event planning - implement a plus one policy so mentees can bring a friend and help mentees feel more comfortable attending events

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	- Subcommittee resource manager will monitor feedback from forms to help implement mentor and mentee suggestions - Increased mentee and mentor attendance will help a community be created within the program What are your strengths and weaknesses that relate to the goal you're trying to reach? - How your strengths will help you reach your goal - How your weaknesses may get in the way of your goal, and how you plan to overcome this
Long Term Implications	Create a long lasting community for the mentees. - social based events allow mentees to create friendships and relationships with other mentees and upper year science students - these relationships can be long lasting and address a common issue for first years: getting to know people - gets first year students involved in the MSS so they may continue participating in future years
Partners	MSS VP academic Mentorship Subcommittee

Objective 2: Run a successful mentorship program	
Description/ Current State	The MSS First Year Mentorship program is now running for its 9th year. The program operates through monthly emails accompanied by resource packages. The emails are themed to what is often going on in a mentee's life. The resources include advice about this theme that was collected in the previous month's mentor response form. Previous year's feedback has indicated that advice and information seemed to be coming too late for it to be relevant.
Goal	Increase relevance of the information provided in emails and resources - Send emails strictly at the beginning of each month so that information is time relevant

	- ex) making sure information regarding midterms and reading week gets to mentees before these events come - Give mentors strict deadlines of when emails must be sent out and promptly following up with mentors if they have yet to fill out forms indication they reached out to their mentees - Seek out feedback from mentees and mentors consistently to ensure information feels relevant
Long Term Implications	- Mentees will feel better supported and find more benefit in the monthly emails and resources provided - the MSS mentorship program will continue to have a positive impact on the MSS community as a whole
Partners	MSS mentorship Subcommittee MSS VP academic

EVENTS & PROJECTS

Name of Event: September Social Meet the Mentors	
DATE	September 19, 2023
PURPOSE	Meet the Mentors event
PROCEDURE	Social event for mentees to meet fellow mentees and mentors. Food and drinks will be provided along with games and activities. Social will be open to all first year science students in case they didn't get to hear about the program and so mentees can bring a friend. Google form for attendance will be given out to hopefully gauge numbers prior to the event.
DIFFICULTIES	- Getting good attendance as this has been an ongoing struggle
PARTNERS	
PROJECTED OUTREACH	150
BUDGET	$150

Name of Event: November Social	

DATE	November
PURPOSE	Social event
PROCEDURE	Social event for mentees and mentors to connect in person. Food and drinks will likely be provided.
DIFFICULTIES	- attendance numbers
PARTNERS	
PROJECTED OUTREACH	150
BUDGET	$150

Name of Event: January Social	
DATE	January
PURPOSE	Social Event
PROCEDURE	Social event for mentees and mentors to connect in person. Food and drinks will likely be provided.
DIFFICULTIES	- attendance numbers
PARTNERS	
PROJECTED OUTREACH	150
BUDGET	$150

Name of Event: March Social	
DATE	March
PURPOSE	Social Event
PROCEDURE	Social event for mentees and mentors to connect in person. Food and drinks will likely be provided.
DIFFICULTIES	- attendance numbers
PARTNERS	

PROJECTED OUTREACH	150
BUDGET	$150

Name of Project: Care packages for mentees	
DATE	April
PURPOSE	Care packages made by mentors and given out to mentees to celebrate the end of year.
PROCEDURE	Supplies will be purchased to create care packages for mentees including snacks and small toys (ex: slime, stress ball, pop-it keychain). These care packages will be made and distributed by myself with the help of mentor volunteers. Mentees will be given them if they fill out a form and come to a designated pick up location.
DIFFICULTIES	- getting the correct amount of supplies per students that want a package
PARTNERS	
PROJECTED OUTREACH	200 mentees
BUDGET	$300