

# Program Development Grant Final Report Cover Sheet

**DR#** 082

**Project Title:** Women Mentoring Women

**Date:** 9/15/01

**Project Manager:** Ms. Kimberly Precht, Ms. Beth Schroeder, Dr. Margaret Rys, Dr. Suzanne E. Franks

**Section:** Kansas State University

**Email:** wesp@ksu.edu

**Phone:** 785-532-3395

**Deliverables:** Indicate type (i.e. document, web page, brochure, etc.), title, and media (hard copy, email file, disk, etc.)

Type: Document Title: Guidelines and Documents for Managing a Peer Mentoring Program

Media: MS Word file (as email attachment)

**Select the one primary Strategic Priority this project addressed:**

- Leadership     
  Education     
  Diversity     
  Visibility     
  Vitality

**SWE Committees** to which this report and deliverables would be of interest:

- Career Guidance     
  Public Relations     
  Multi Cultural Committee  
 Continuing Devel.     
  Publications     
  Other: \_\_\_\_\_  
 Membership

**Project Audience** (age, sex, diversity) Female: X Male: \_\_\_\_\_

<i>Age Group</i>	<i>No. Actual/Proposed</i>	<i>Diversity</i>	<i>No. Actual/Proposed</i>
• Elementary	/	X Caucasian	34/
• Middle School	/	• African American	/
• High School	/	• Hispanic	/
X College	34 / 36	• American Indian	/
• Professional	/	• Pacific Islander	/
• Other _____	/	• Asian	/
		• Other _____	/

**Contact Hrs:** \_\_\_\_\_ per attendee

**SWE Volunteers (No.)** 2

**Estimated Total Hours:** 275

**Non-SWE Volunteers (No.)** \_\_\_\_\_

**Estimated Total Hours:** \_\_\_\_\_

**Amount of Grant:** \$3130 **Total Final Expenses:** \$3417.82 **Amount SWE Owes You:** 0

(see budget p. 6)

-or-

**Amount You Owe SWE:** 0

**Executive Summary:** A short summary of what the Project was and what it accomplished.

“Women Mentoring Women (WMW)” is a peer mentoring program designed and run by junior and senior undergraduate women engineers, for encouragement and coaching of incoming first-year women through the first difficult year in the engineering curriculum.

WMW is designed to have an impact on the retention rate of women engineering students at Kansas State University and thus on the numbers of women engineers entering the workforce by:

- exposing freshman women to more sources of information about careers in engineering in a structured format;
- increasing their contacts with upperclass women in engineering and with engineering faculty;
- providing a support network to help them negotiate the difficulties of the freshman year curriculum;
- offering advice about planning for subsequent years of the engineering curriculum;
- helping to counteract the decline in academic and career ambitions often suffered by women students during their college years that contributes to their reduced self-confidence about their chances for success.

Retention rate to sophomore was 82% for first-year participants, compared to 75% for first-year non-participants.

## **Final Report – DR#082 “Women Mentoring Women”**

The Kansas State University SWE Section and the Women in Engineering and Science Program gratefully acknowledge national SWE and the ExxonMobil Foundation for their support of the pilot year of Women Mentoring Women (WMW), a peer-mentoring program.

“Women Mentoring Women (WMW)” is a peer-mentoring program designed and run by junior and senior undergraduate women engineers, for encouragement and coaching of incoming first-year women through the first difficult year in the engineering curriculum.

### **Program Goals, Conduct, Content, and Schedule**

WMW is designed to have an impact on the retention rate of women engineering students at Kansas State University and thus on the numbers of women engineers entering the workforce by:

- exposing freshman women to more sources of information about careers in engineering in a structured format;
- increasing their contacts with upperclass women in engineering and with engineering faculty;
- providing a support network to help them negotiate the difficulties of the freshman year curriculum;
- offering advice about planning for subsequent years of the engineering curriculum;
- helping to counteract the decline in academic and career ambitions often suffered by women students during their college years that contributes to their reduced self-confidence about their chances for success.

Mentors were recruited in Spring 2000. Mentees were invited to apply for a spot in the program by mailings sent out in Summer 2000 following first-year student enrollment. The first mailing was sent to first-year women who were undecided in engineering. Spots were allocated on a first-come, first-serve basis. The second mailing was sent to all the rest of the first-year women. Spots were again allocated on a first-come, first-serve basis, and a waiting list was established. Each mentor was matched with one or two mentees. Attempts were made to match mentors and mentees by major or expressed interest in engineering fields. All mentors and mentees were required to attend the training event. Mentees who chose not to come to the training event and to drop out of the program were replaced with individuals from the waiting list. Other major program events were optional, as they fit with mentor/mentee class and exam schedules. Mentors and mentees also got together informally on their own for various activities.

A listserv was used to post announcements about upcoming events and generally aid communication between mentors, mentees, and project managers. The student project managers, Ms. Kimberly Precht and Ms. Beth Schroeder, prepared quarterly reports and managed arrangements for all events with assistance from the SWE advisor and Women in Engineering and Science Program director.

Six formal activities were proposed, three in the fall semester and three in the spring semester. Fall semester activities were completed as planned. These were: the Career Fair Student Success Banquet; a departmental pizza party; and the SWE holiday party. Activities completed in the spring semester were: ice cream social with women faculty, and tour of the Konza Biological Research Station. The final event of the year, a bowling outing, was cancelled due to schedule conflicts.

## Final Report – DR#082 “Women Mentoring Women”

### Schedule and Program Content

DATE	EVENT	CONTENT
9/14/00	Meet the Dean!	Mentors and mentees had short visits with the Dean of Engineering during a designated time period. The Dean welcomed mentees to KSU engineering and encouraged all to work hard and stay in engineering.
9/18/00	Career Fair Banquet	Mentors and mentees attended the annual College of Engineering Student Success Career Fair Banquet; the WMW program paid for tickets. Mentors took mentees to the banquet, where they could meet and talk with corporate recruiters as well as engineering faculty.
9/30/00	Mentoring Training Session	Mentors and Mentees attended a daylong training session, led by Dr. Suzanne Laurich-McIntyre of the University of Washington. At the beginning of the session, a brief introduction to library services was provided. KSU Libraries hosted the training session in one of the nicest rooms on campus, the Hemisphere Room in Hale Library. The session helped mentors and mentees understand the goals and benefits of mentoring and being mentored, and how to communicate effectively. At the end of the session, each mentor/mentee group drew up a mentoring contract, specifying how often they would get together, how they would contact each other, how long the mentoring relationship would continue, and what to do in case anyone needed or wanted to terminate the mentoring relationship.
10/13/00	Department Pizza Party	Each of the 8 engineering departments sent faculty representatives to a pizza party with the mentors and mentees. Representatives spoke briefly about majors and careers in their department. This was followed by pizza and a browsing period at departmental tables during which mentees could ask questions and get more information about particular majors and careers.
12/5/00	SWE Holiday Party	Mentors and mentees attended the annual SWE Holiday Party, as a stress-buster event before finals.
2/8/01	Ice Cream Social	Women engineering and mathematics faculty members attended an ice cream social with mentors and mentees. The ice cream social gave mentors and mentees a chance to meet and talk with women faculty in a relaxed atmosphere.
4/28/01	Konza Prairie Trip	Dr. Jim Koelliker, Biological and Agricultural Engineering Department Head, led mentors and mentees on an outing to the Konza Prairie Biological Research Station, to learn about engineering and science research projects conducted on the tallgrass prairie preserve.
5/2001	Finals Week Bowling Party	This event did not take place due to scheduling constraints. It had been planned for too near the end of the semester.
2000-01 academic year	Other	Mentors and mentees met on their own at various times of their own choosing for social activities and/or just to get together and talk. A small budget was provided to reimburse mentors and mentees for expenses of mentoring activities such as lunch or dinner together, going bowling, going to the movies together, etc.

## Final Report – DR#082 “Women Mentoring Women”

### Measured Results

The first year of the program produced several positive results. Mentees who began the year undecided in choice of engineering major indicated through informal surveys that program events helped them to choose a major. Many of the mentees joined the K-State SWE section. Several mentees decided to stay involved with the program in their sophomore year by becoming mentors. Mentors reported increased confidence through participation in the program. Of the mentors who did not graduate yet, several have decided to continue as mentors for a second year.

All mentors and mentees attended the training event. Approximately 90% of mentors/mentees attended the department pizza party. Attendance at the ice cream social and the Konza Prairie trip was approximately 80%; attendance at other events was somewhat lower.

As of Fall 2001, 81% of the mentees remained in engineering, compared to 75% of first-year women who expressed interest in the program but did not participate, and 74% of other first-year women in engineering. Two minority women students initially in the program (mentees) dropped out before the training session due to conflicts with schedules and/or personal life issues, but remained within engineering. The overall retention rate for first-year women in the Fall 2000 class was higher than expected. Retention for this class will be tracked over the coming year, to see if participation in WMW in the first year has an impact on retention through the end of the sophomore year.

Mentees were surveyed at the end of the program year to evaluate the program’s impact and obtain feedback for improving the program. Eleven mentees completed the survey. The results are summarized as follows.

Mentoring program was beneficial	<u>10</u> Yes	<u>1</u> No	
The formal activities were worthwhile	<u>10</u> Yes	<u>1</u> No	
There were enough formal activities	<u>9</u> Yes	<u>2</u> No	
My mentor was helpful to me	<u>6</u> Yes	<u>4</u> No	<u>1</u> No Answer
My mentor was available to me	<u>5</u> Yes	<u>3</u> No	<u>3</u> No Answer
Average number of times per month that mentors and mentees met	<u>5</u> 1-2 times	<u>4</u> Zero	<u>2</u> No Answer

The four mentees who reported that they met with their mentor on average zero times per month also reported that their mentor had not been helpful to them and/or that their mentor had not been available to them. However, three of the four still felt the program was beneficial, and recommended having more formal activities and making sure that mentors were really committed to the program.

Mentees who reported that their mentor was helpful, had been available to them, and who met once or twice a month with their mentor recommended staying away from formal events on weekends, setting out the formal event schedule earlier in the semester, and having mentors take mentees around to show them where buildings (engineering, library, student union) are on campus. These mentees also reported that their mentors had been helpful by: introducing them to people in their department; answering questions; helping them choose an engineering field; giving them information about classes and what to expect; listening; sharing the mentor’s own freshman year experiences with them; and giving them confidence in their choice of major.

## Final Report – DR#082 “Women Mentoring Women”

### Publicity

WMW was the subject of two articles in the Women in Engineering and Science Program newsletter, *WESPWord*; a KSU press release on 01/28/01; a *K-State Collegian* article on 02/10/01; and an *INView* article (KSU faculty/staff newsletter) on 02/10/01. *WESPWord* is distributed to all women alumni in engineering and science, as well as all KSU engineering and science faculty. The *Collegian* is read by the entire KSU community and also reaches the larger Manhattan, KS community. *INView* is distributed to all KSU faculty and staff. In addition, one of the student Project Managers for 2001-2002, Ms. Neta Scarpari, presented a report on WMW at the SWE 2001 National Conference. The press release, *WESPWord* newsletter articles, and the *INView* article are not available in electronic versions. The *Collegian* article will eventually be available at the KSU Collegian archives at [www.kstatecollegian.com/archives/](http://www.kstatecollegian.com/archives/).

### Deliverables

See appendix “Guidelines and Documents for Managing a Peer Mentoring Program”. This guideline should be of use to other student SWE sections that wish to establish a peer-mentoring program.

Contents of the guideline:

- Timeline for Women Mentoring Women Preparations

- Materials for Mentors:

- Invitation Letter
  - Application
  - Acceptance Letter
  - Summer Update Letter

- Materials for Mentees

- Invitation Letter
  - Application
  - WESP Information Sheet
  - Benefits of Mentoring Information Sheet
  - WMW Newsletter (text-only)
  - SWE Application (not included; available at [www.swe.org/SWE/MemberServices/appform.htm](http://www.swe.org/SWE/MemberServices/appform.htm))
  - SWE brochure (not included; see [www.swe.org](http://www.swe.org))
  - KSU SWE brochure (not included; see [www.ksu.edu/swes](http://www.ksu.edu/swes))
  - Acceptance Letter

**Final Report – DR#082 “Women Mentoring Women”**

**Budget**

<b>BUDGET</b>		
<b>Proposed Activity Budget Items</b>	<b>Budgeted</b>	<b>Spent</b>
Training event fee	\$500.00	\$500.00
Training Travel and expenses	1000.00	661.60
Training Lunch	250.00	352.87
Training Materials	250.00	185.97
Career Fair Banquet	250.00	103.50
Pizza Party	260.00	113.77
Konza Prairie Biological Station Use Fee	250.00	125.00
Lunch for Konza trip	250.00	175.34
Bowling Outing	120.00	0.00
<b>Totals</b>	<b>\$3130.00</b>	<b>\$2218.05</b>

<b>New Activity Budget Items</b>	<b>Budgeted</b>	<b>Spent</b>
T-Shirts	0.00	505.65
Logo Design and Letterhead	0.00	109.45
<b>Totals</b>	<b>\$0.00</b>	<b>\$615.10</b>
<b>GRAND TOTAL</b>	<b>\$3130.00</b>	<b>\$2833.15</b>

<b>FUNDS RECEIVED</b>		
<b>Fund Source Activity</b>	<b>Received</b>	<b>Spent</b>
SWE ExxonMobil Foundation Grant DR082 Detailed in budget above	2817.00	2833.15
Donation from S. Laurich-McIntyre WMW Packets for 2001-2002 Mentor/Mentee Activities Project Manager travel to SWE 2001	500.00	467.80 89.00 179.80 199.00
Women in Engineering and Science Program Ice cream social expenses Other (phone calls, photocopying, etc.)	116.87 16.87 100.00	116.87 16.87 100.00
<b>GRAND TOTAL</b>	<b>\$3433.87</b>	<b>\$3417.82</b>
<b>BALANCE DUE FROM SWE</b>		<b>\$0.00</b>

## **Final Report – DR#082 “Women Mentoring Women”**

### **Lessons Learned and Future Plans**

There were several lessons learned from the first year of planning and running WMW. Originally, the program was intended to help first-year women who were undecided to choose a major within engineering. Applications were originally sent only to undecided first-year women. Responses from this group did not fill all the available spots, so a second set of applications was sent to the remaining first-year women. This process was complicated and resulted in extra work for minimal gain.

An expert, Dr. Suzanne Laurich-McIntyre, conducted the training session for mentor/mentee teams. Dr. Laurich-McIntyre also did a “train the trainer” session for the Women in Engineering and Science Program director. The mentor/mentee training session was only offered once. Although participants had been informed well in advance that training was mandatory, many initial participants cancelled their attendance at the last minute, citing conflicts. They were replaced with women on the waiting list. The training session was 6 hours long; mentors and mentees alike felt it was too long.

Another lesson learned was the importance of timely and repetitive communication. In the beginning, participants were informed of an event a few weeks in advance and then one more time a week in advance. Project managers learned that this was not sufficient. Participants needed to be informed of dates, times, and places three or four times, starting well before an event and continuing to the day before an event.

Finally, feedback from participants suggested it would be better to introduce mentors and mentees as early as possible in the start of the academic year; to have training earlier; and to distribute schedules for the entire semester’s events at the beginning of the semester. Feedback also indicated that some mentor/mentee relationships had gone poorly over the course of the year without coming to the attention of the project managers.

Several changes will be incorporated for the 2001-2002 academic year. Applications will go to all first-year women in early July, following enrollment. Those enrolled in the program will receive an acceptance letter with information about the first events, and follow-up phone calls will be made. Mentors and mentees will be introduced to each other at a welcome dinner the weekend before the start of classes. Training will take place within the first two weeks of the semester. Training will be offered on two separate dates and will be only 3 hours long. At the training events, participants will be asked to verify their local addresses and email addresses, to facilitate communication. The listserv will be used for reminders about upcoming events. Project managers will follow up with mentors and mentees at least once a semester to find out how the relationships are going.

## DR082 Appendix – Guidelines and Documents for Managing a Peer-Mentoring Program

<b>Page</b>	<b>Contents</b>
2	Timeline for Women Mentoring Women Preparations
3	Materials for Mentors:
4	Invitation Letter
5	Application
6	Acceptance Letter
7	Mentor Information Sheet
8	Summer Update Letter
9	Materials for Mentees
10	Invitation Letter
11	Application
12	WESP Information Sheet
13	Benefits of Mentoring Information Sheet
14-15	WMW Newsletter (text-only)
--	SWE Application (available at <a href="http://www.swe.org/SWE/MemberServices/appform.htm">www.swe.org/SWE/MemberServices/appform.htm</a> )
--	SWE brochure (see <a href="http://www.swe.org">www.swe.org</a> )
--	KSU SWE brochure (not included; see <a href="http://www.ksu.edu/swes">www.ksu.edu/swes</a> )
16	Acceptance Letter

## Timeline for Women Mentoring Women Preparations

### Information going to mentors:

<u>Information Sent</u>	<u>Time Sent</u>
Invitation Letter and Applications	Early March
Deadline for Application	Mid March
Acceptance Letter	Early April
Summer Update Letter	Late July

### Information going to mentees:

<u>Information Sent</u>	<u>Time Sent</u>
Packet containing Invitation	Early July
Phone Calls to Invite Mentees	Early August
Deadline for Application	Early August
Acceptance Letter	Early to Mid August

### Events for Both Mentors and Mentees

<u>Event</u>	<u>Date</u>
Welcome Dinner	August 19, 2001
Training Session	August 26 and September 6, 2001
Departmental Pizza Party	October 7, 2001
Stress Management Seminar	November 6, 2001

## **Materials for Mentors**

**DR082 Appendix – Guidelines and Documents for Managing a Peer-Mentoring Program**

February 21, 2001

Dear Woman Engineering Student,

The Women in Science and Engineering Program would like to extend an invitation for you to apply to be a mentor in the Women Mentoring Women Program. The Women Mentoring Women Project was established to help freshmen women coming into Engineering adjust to coming to K-State. In this past year we have been very successful in helping the mentees in the program succeed in their freshmen year, and we would like your help to continue with this success in the coming year.

As a mentor in the Women Mentoring Women Project, you would be paired with two freshmen girls in Engineering. Mentors will be expected to provide guidance and support to each girl during their freshmen year. This is great opportunity to help improve the freshmen experience for women in the College of Engineering and to get involved in the College of Engineering. This past year we have been involved with many activities, including a pizza party with faculty from each department, a meeting with Dean King, and an ice-cream social with many of the women faculty in the College of Engineering.

Enclosed is an application and if you are interested in getting involved in this fun and new opportunity please return it to 125 Seaton before spring break. Thank you for your interest and if you have any further questions feel free to contact any of the project managers listed below.

Thank you again,

The Women Mentoring Women Project Managers

Neta Jo Scarpari  
Senior, Biological and Agricultural Engineering  
Engineering  
(785) 776-8462  
[nsc9934@ksu.edu](mailto:nsc9934@ksu.edu)

Amber Seba  
Senior, Biological and Agricultural  
(785) 565-9739  
[ads5272@ksu.edu](mailto:ads5272@ksu.edu)

**Women Mentoring Women  
Mentor Application for 2001-2002**

Please Type or Print in Black Ink

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ GPA: \_\_\_\_\_

Year: \_\_\_\_\_ Curriculum: \_\_\_\_\_

Organizations that you are currently involved in, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been involved in mentoring of any sort (tutoring, in school, or church groups, etc.)?  
If yes, describe briefly.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please write a short paragraph about why you would like to be a mentor, and why you think that mentoring is helpful.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Please return to Seaton 125 by Friday, March 16<sup>th</sup>, 2001

**DR082 Appendix – Guidelines and Documents for Managing a Peer-Mentoring Program**

**[This document was sent to mentors by email at the end of April, 2001.]**

Dear \_\_\_\_\_,

Congratulations! You have been selected to be a mentor for the Women Mentoring Women Program this coming fall! We are looking forward to working with all of you. Enclosed is a list of all the mentors and their email addresses in case you want to be in touch with them.

Please respond to one of us below with your summer address, phone number, and email so that if needed we can send you materials or information over the summer.

Thank you for being a mentor. If you have any questions, feel free to contact one of us or Dr. Suzanne E. Franks, [sefranks@ksu.edu](mailto:sefranks@ksu.edu), at any time.

We are looking forward to next fall!

Thank you again,

The Women Mentoring Women Project Managers

Neta Jo Scarpari  
Senior, Biological and Agricultural Engineering  
Engineering  
(785) 776-8462  
[nsc9934@ksu.edu](mailto:nsc9934@ksu.edu)

Amber Seba  
Senior, Biological and Agricultural  
(785) 565-9739  
[ads5272@ksu.edu](mailto:ads5272@ksu.edu)

## Mentor Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Summer Address (If Different): \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Summer Phone Number (If Different): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Best Way to Reach You:

\_\_\_\_\_

Are there any days that you have regular meetings?

\_\_\_\_\_

\_\_\_\_\_

For Scheduling Purposes Please Attach a Copy of Your Class  
Schedule

**DR082 Appendix – Guidelines and Documents for Managing a Peer-Mentoring Program**

August 8, 2001

Women Mentoring Women  
125 Seaton Hall  
Manhattan, KS 66506  
785-532-3395

NAME  
ADDRESS  
CITY, STATE ZIP

Dear \_\_\_\_\_,

Hello! Welcome to the second year of the Women Mentoring Women Program! We are glad you are giving your time and talents to this program. We hope it will be an opportunity for you to grow as engineers and as women.

We are excited to start this year and to kick off the year we are giving a dinner where you will meet your mentees. The dinner is on August 19<sup>th</sup> from 4:30pm to 6:20pm in the Flinthills Room in the Kansas State Student Union. If you are also a mentor in NSOS, we are aware that there is some overlap between the dinner and NSOS meeting for mentors. We are working with NSOS to ensure that you can fulfill your commitment to both programs.

Each mentor will be paired with two mentees. At the dinner, we will introduce the three of you. You will be given some time to get to know each other and pick a training session to attend.

Hope you had a relaxing and enjoyable summer!!! We are looking forward to seeing you again!!

Sincerely,

Neta Jo Scarpari  
Senior, Biological and Agricultural Engineering  
(785) 776-8462  
[nsc9934@ksu.edu](mailto:nsc9934@ksu.edu)

Amber Seba  
Senior, Biological and Agricultural Engineering  
(785) 565-9739  
[ads5272@ksu.edu](mailto:ads5272@ksu.edu)

**FALL SCHEDULE OF EVENTS**

August 19<sup>th</sup>, Sunday  
Welcome Dinner, 4:30pm to 6:20pm  
Flinthills Room, Kansas State Student Union

August 26<sup>th</sup>, Sunday  
Mentor/Mentee Training Session, 2pm to 5pm  
Hemisphere Room, 5<sup>th</sup> Floor Hale Library

September 6<sup>th</sup>, Thursday  
Mentor/Mentee Training Session, 6pm to 9pm  
Hemisphere Room, 5<sup>th</sup> Floor Hale Library

October 9<sup>th</sup>, Tuesday  
Pizza Party with Department  
Representatives, 6pm to 7:30pm  
Fiedler Hall Auditorium/Atrium

November 6<sup>th</sup>, Tuesday  
Stress Management Workshop  
To be announced

## **Materials for Mentees**

**DR082 Appendix – Guidelines and Documents for Managing a Peer-Mentoring Program**

July 1, 2001

From: Project Committee for “Women Mentoring Women”  
Subject: Peer Mentoring Program Invitation

Dear NAME:

Congratulations on choosing Kansas State University and the College of Engineering for your academic path! As a student in engineering at K-State, you will find many opportunities to get involved with the engineering profession and your fellow students. One of these is a new peer mentoring program sponsored by the K-State chapter of the Society of Women Engineers (SWE). This letter is your personal invitation to participate!

The peer-mentoring program is especially designed for women students in Engineering. The Women Mentoring Women (WMW) program is funded by National SWE through a grant from the ExxonMobil Education Foundation, and by a grant from Cargill. It has been created to ease the transition into college life for incoming female students in engineering, and to help participants learn more about the various engineering majors and career paths.

Each peer-mentoring group will consist of six new students and three mentors. Mentors will be female engineering students in their sophomore to senior year, from a variety of majors, and will provide you with information and support as you need or want it throughout your first year at K-State.

As a mentee, you and your mentor will participate in several activities geared toward helping you make connections with other women in engineering and you and your mentor build a relationship. Organized activities take place once a month. Our first event is a welcome dinner in August, the day before classes begin. A meal will be provided and you will be introduced to your mentor. Throughout the fall we will have a training session, a pizza party with all the engineering departments, and a stress management workshop/holiday party. During the spring we will have an ice cream social with female faculty, a dinner with the deans, and an Industry golf tournament.

The WMW Program provides a perfect opportunity for you to meet other women in the college of engineering and become involved in the college experience. Participation in the program does require a one-year commitment. The purpose of this program is to provide you with the information needed to make the right decision for yourself about your major. While we hope this program will be important in retaining women in engineering, we recognize that the first year is a time for exploring and that some students may ultimately choose a major other than engineering. The program is designed to be useful for your academic success no matter which major you ultimately choose.

We are very excited about the WMW program, and look forward to your reply and participation. Please note that participation in this program is limited and applicants will be accepted on a first-come first serve basis. To ensure a space, respond by August 1, 2001. Please feel free to call or e-mail any of the project managers below if you have any questions.

Sincerely,  
The Women Mentoring Women Project Managers

Neta Jo Scarpari  
Senior, Biological and Agricultural Engineering  
(785) 776-8462  
[nsc9934@ksu.edu](mailto:nsc9934@ksu.edu)

Amber Seba  
Senior, Biological and Agricultural Engineering  
(785) 565-9739  
[ads5272@ksu.edu](mailto:ads5272@ksu.edu)

Dr. Suzanne E. Franks  
Director, Women in Engineering and Science Program  
(785) 532-3395  
[wesp@ksu.edu](mailto:wesp@ksu.edu)

## Women Mentoring Women 2001 – 2002 Mentee Application

---

Please type or print in black ink.

Name \_\_\_\_\_

\_\_\_\_ YES! I want to participate in the Women Mentoring Women Program for the 2001 – 2002 academic year. (Please check or fill out all that apply below.) I acknowledge my one-year commitment to this program with my signature here.

\_\_\_\_ I have declared a major. If you are in General Engineering, please indicate what you are interested in.

\_\_\_\_\_

\_\_\_\_ I chose engineering as my academic major because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ I have never met anyone who is an engineer.

\_\_\_\_ I have met someone who is an engineer. (Please list who and how you know them.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ I would like to join the K-State Student Chapter of the Society of Women Engineers; enclosed is my check for \$15.00 for 2001 – 2002 dues. (Fill out and return enclosed along with this form. Membership in SWE is not required for participation in WMW but is encouraged.)

\_\_\_\_ I am interested in SWE membership, but cannot join at this time; please have someone from SWE contact after the start of the fall semester to talk about the benefits of membership.

\_\_\_\_ NO, I do not wish to participate in the Women Mentoring Women Program for the 2001-2002 academic year.

Permanent Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Phone: \_\_\_\_\_

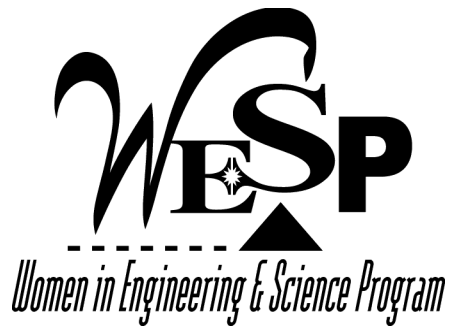
Campus Address (if known): \_\_\_\_\_

\_\_\_\_\_

Campus Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Return by August 1, 2001 in enclosed reply envelope.



---

**The Women in Engineering and Science Program at Kansas State University, a cooperative effort between the Colleges of Engineering and Arts & Sciences, is designed to cultivate the science and technology interests of women from the middle school through postgraduate levels.**

- **Programs:**

*“Women Mentoring Women” – Peer mentoring program for freshmen in science & engineering  
Industrial mentors via e-mentoring through MentorNet ([www.mentornet.net](http://www.mentornet.net))*

*Assistance with scholarship applications*

*Career advising and counseling*

*Scholarship, internship, and other information (listserv distribution, newsletter)*

*Society of Women Engineers (SWE) ([www.ksu.edu/swes](http://www.ksu.edu/swes))*

*Association for Women in Science (AWIS) ([www.ksu.edu/awis](http://www.ksu.edu/awis))*

*Distinguished Women in Engineering and Science Speaker Series*

*Resource library (videos, books, other materials on women in science and engineering)*

- **Scholarships:**

**K-State University Scholarships – Application deadline November 1, 2001**

**Scholarships designated with preference for women students include:**

*John Deere Scholarship (biological/agricultural, electrical, or mechanical engineering)*

*John W. and Hazel M. Jenner Scholarship (engineering or science)*

*Etna King Pilcher Memorial Scholarship (engineering)*

*Ernest N. Carter Women in Engineering and Science Program Scholarship (engineering)*

*Kathryn and Charles Bearman Scholarship (physics, chemistry, biology, or biochemistry)*

*Jerry and Judy Reed Scholarship (chemistry)*

**SWE scholarships** [www.swe.org/SWE/StudentServices/Scholarship/brochure.htm](http://www.swe.org/SWE/StudentServices/Scholarship/brochure.htm)

**AWIS scholarships** [www.awis.org/ed\\_foundation.html](http://www.awis.org/ed_foundation.html)

**WEPAN scholarship database** [www.wepan.org/scholarship.html](http://www.wepan.org/scholarship.html)

- **Upcoming Events:**

**SWE “Welcome Back” Pizza Party and Meeting – August 30, 2001**

*The first SWE meeting of the year! Come eat free pizza and meet other women engineers from a variety of engineering disciplines. The meeting starts at 6:30 p.m., location TBA – watch for information on campus during the first week of classes.*

**MentorNet – Sign up in August and September, 2001**

*MentorNet is a national electronic mentoring program for women in engineering and science. Visit the website at [www.mentornet.net](http://www.mentornet.net) to learn more and sign up for a mentor in industry. This program is provided by WESP to K-State students via a generous grant from Cargill.*

**Dr. Suzanne E. Franks, Director**  
125 Seaton Hall, Manhattan, KS 66506-2905  
phone 785-532-3395 fax 785-532-3349

wesp@ksu.edu  
[www.ksu.edu/wesp](http://www.ksu.edu/wesp)

## **Objectives and Benefits of a Mentoring Relationship**

### ***Objectives***

The objectives for having a mentor vary. As a student, you should expect mentoring to facilitate your personal and career development through a relationship with a role model in your field. Your specific objectives of being mentored should include gaining:

- Exposure to positive role models;
- Access to the professional community;
- Guidance that will ease the transition from school to work;
- Personal and career guidance;
- An expanded horizon.

### ***Benefits***

A mentor can help you:

- Meet new people;
- Make career decisions;
- Increase technical knowledge;
- Develop career potential;
- Develop as a person;
- Learn career-related politics.

Benefits of having a mentor include:

- Individual recognition, encouragement, and support;
- Increased self-esteem and confidence when dealing with professionals;
- Confidence to challenge oneself to achieve new goals and explore alternatives;
- A realistic perspective of the workplace or academe;
- Advice on how to balance work and other responsibilities and set priorities;
- Knowledge of workplace "do's and don'ts";
- Introduction to networking.

Adapted from A Curriculum for Training Mentors and Mentees  
by Suzanne G. Brainard, Deborah A. Harkus, and May R. St. George  
Women in Engineering Initiative, WEPAN, 1998.

## **Women Mentoring Women Newsletter**

### **Women Mentoring Women Mission Statement**

Our mission is to support and implement the proposal of Women Mentoring Women 2001-2002 KSU through:

1. Enthusiastic and professional collaboration and esprit de corps;
2. Development and execution of strategies that effectively unite participants to the mission of the college of engineering.

### **Vision**

To provide a sustainable mentoring program that positively affects retention and increases the overall number of women in the college of engineering and provides and/or promotes undergraduate research opportunities.

### **2001-2002 Academic Year Activities**

Following a successful first year, we are going to offer many of the same activities and some new ones. These activities will help build the mentor/mentee relationship, mentees learn more about the College of Engineering and make contacts within the College of Engineering. Each month will feature a different activity. Activities to look forward to in the coming year in Women Mentoring Women

Greeting Dinner – August  
Training and Career Fair – September  
Pizza Party with Departments – October  
Stress Management – November  
Ice Cream Social – January  
Dinner with Deans – February  
Bowling Night - March  
Industry Golf Tournament – April

We are looking forward to an exciting and successful second year!!

### **WMW Project Managers 2001-2002**

Neta Jo Scarpari is originally from Rosemount, Minnesota. Neta transferred into the Biological and Agricultural Engineering Program in Spring semester 1999 from the University of Minnesota. Since then Neta has participated in ASAE, SWE, New Student Orientation Seminar, and Women Mentoring Women. Currently, Neta is a senior and planning on graduating in 2002 to continue to graduate school at the University of Iowa in Phytoremediation.

Amber Seba is a senior in Biological and Agricultural Engineering and Pre-Medicine at Kansas State University. From Larned, KS, Amber has participated in many programs in engineering, including Women Mentoring Women, ASAE, Engineering Ambassadors, SWE and New Student Orientation Seminar. Amber spent the summer in Los Angeles working for Nestle Foods in the Nutrition Division as a manufacturing summer intern.

## **Women in Engineering and Science Program**

The Women in Engineering & Science Program at Kansas State University, a cooperative effort between the Colleges of Engineering and Arts & Sciences, is designed to cultivate the science and technology interests of women from the middle school through postgraduate levels. Through its focus on recruitment, academic enhancement, and retention of women students, WESP works toward the goal of a diverse and creative work force capable of meeting our society's complex challenges. By encouraging more women to enter these rewarding professions, we increase the talent pool and create a scientific and technical work force that is more representative of society.

The WESP program assistant is Ms. Jennifer Whitlock. Originally from Vermont, Jennifer came to Kansas State University in 1994. She graduated in 1999 with a degree in Animal Science and Industry and has lived in Manhattan for five years. Upon graduation she left for Montana for a year and worked for a lawyer support firm, gaining computer skills in a variety of programs. She then returned to Manhattan and took a position with the Women in Engineering & Science Program as the program assistant. Being well acquainted with several aspects of the university, Jennifer is a good resource for answering questions or getting a person started in the right direction.

## **Mentors for the 2001-2002 Academic Year**

We would like to welcome all of our new mentors and returning mentors!!! These are the women engineers that have been accepted into the Women Mentoring Women Program as mentors for the 2001-2002 academic year.

Adriane Baer—Industrial Engineering  
Katy Bors—Mechanical Engineering  
Rebecca Brewer—Chemical Engineering  
Stacy Clapsaddle—Mechanical Engineering  
Julie Cooper—Chemical Engineering  
Lindsi Gass—Computer Engineering  
Tiffany Happer—Architectural Engineering  
Samira Hasan—Biological and Agricultural Engineering  
Jessica Holmes—Chemical Engineering  
Jessica Kail—Mechanical Engineering  
Pamela Larson—Electrical Engineering  
Julie Long—Electrical Engineering  
Rebecca Loyd—Chemical Engineering  
Andrea Muraco—Industrial Engineering  
DeAnne Murray—Mechanical Engineering  
Erin O'Brien—Biological and Agricultural Engineering  
Tracey Pinsent—Mechanical Engineering  
Julie Quackenbush—Industrial Engineering  
Darcy Rucker—Computer Engineering  
Amanda Shepherd—Information Systems  
Andrea Trapp—Architectural Engineering  
Lindsey Warren  
Lisa Wilken—Biological and Agricultural Engineering

We are looking forward to having all these women participate in our Women Mentoring Women program next year. They will be giving guidance, advice and support to the freshmen mentees, as well as having fun and learning from their mentees!

## DR082 Appendix – Guidelines and Documents for Managing a Peer-Mentoring Program

August 8, 2001

Women Mentoring Women  
125 Seaton Hall  
Manhattan, KS 66506  
785-532-3395

NAME  
ADDRESS  
CITY, STATE ZIP

Dear \_\_\_\_\_,

Welcome to the Women Mentoring Women Program at Kansas State University! We hope that you find it a rewarding and fun activity to be involved in.

As you may recall from your invitation letter there will be a welcome dinner on August 19<sup>th</sup>, 2001. At this dinner you will meet your mentor and get to know other mentees and the project managers. The dinner is in the Flinthills Room in the Kansas State Student Union.

We will also have a training session to facilitate the relationship between you and your mentor. There are two possible dates for training and you can sign up with your mentor at the welcome dinner.

To keep you informed of these and other events in the program, we need you to provide us with your campus address, phone number, and email address as soon as you know them. You can do this by emailing either of the project managers or by personally stopping by the Women in Engineering and Science Program office in Seaton 125.

The first week of school can be exciting and confusing so please feel free to contact us if you have any questions about the program or school. Thank you for participating in Women Mentoring Women and good luck with your first week of classes!

Sincerely,

Neta Jo Scarpari  
Senior, Biological and Agricultural Engineering  
(785) 776-8462  
[nsc9934@ksu.edu](mailto:nsc9934@ksu.edu)

Amber Seba  
Senior, Biological and Agricultural Engineering  
(785) 565-9739  
[ads5272@ksu.edu](mailto:ads5272@ksu.edu)

### FALL SCHEDULE OF EVENTS

August 19<sup>th</sup>, Sunday  
Welcome Dinner, 4:30pm to 6:20pm  
Flinthills Room, Kansas State Student Union

August 26<sup>th</sup>, Sunday  
Mentor/Mentee Training Session, 2pm to 5pm  
Hemisphere Room, 5<sup>th</sup> Floor Hale Library

September 6<sup>th</sup>, Thursday  
Mentor/Mentee Training Session, 6pm to 9pm  
Hemisphere Room, 5<sup>th</sup> Floor Hale Library

October 9<sup>th</sup>, Tuesday  
Pizza Party with Department Representatives,  
6pm to 7:30pm  
Fiedler Hall Auditorium/Atrium

November 6<sup>th</sup>, Tuesday  
Stress Management Workshop  
To be announced



Women Mentoring Women  
DR082

Kansas State University



# WMW



## ◆ Women Mentoring Women (WMW)

- v Peer-mentoring program
- v Mentors – junior and senior women
- v Mentees – freshman women

# WIMW



- ◆ Pilot program initiated in 2000-01
- ◆ Offered initially only to engineering women
  - v Initial funding from Society of Women Engineers – ExxonMobil Foundation
  - v Funding from Cargill will allow expansion and inclusion of women in the sciences

# WIMW - Goals

- ◆ Main goal – increase retention rate of women students in engineering

- ◆ Secondary goals

- v Use as recruiting tool

- v Improve overall climate for women

# WIMW - Events



- ◆ Two student project managers run program

- ◆ Formal events:

- v Kick-off training session in Hemisphere Room
  - ω Facilitated by Dr. Suzie Laurich-McIntyre; will be done by WESP director in the future.
- v Departmental pizza party; ice cream social with women faculty; Konza trip; stress-busters (holiday party)

# WIMW - Events

## ◆ Informal events:

- v Mentors and mentees set individual schedule for get-togethers and email communication
- v Small amount of funding to reimburse for shared meals, movies, other activities

# WIMW - Mistakes



- v Complicated application system
- v Training too long and offered only once
- v "Once is not enough" to notify for dates, times, places
- v Complicated matching system not worth the effort

# WMMW - Outcomes



## ◆ First year outcomes:

- v 12 mentors, 22 mentees
- v To date, ALL mentees remain in engineering
- v Undecided students report program events are helping them decide on a major
- v Most mentees have joined SWE
- v Several mentees applied to be mentors for 2001-02
- v Mentors report satisfaction and increased confidence through mentoring
- v WMMW is attractive to prospective students

# Program Launch Tips



- ◆ Start small
- ◆ Find seed money from sympathetic source
  - v Society of Women Engineers
  - v Foundations of companies who hire your grads
- ◆ Leverage early support
  - v “Our program has done so much with so little; your added support will enable us to...”
- ◆ Cite mentoring literature to your supervisors and potential funders

# Tips (cont.)



- ◆ Get the students to help design the program
- ◆ Get one of them to help run it (coercion, pleading, stipends!)
- ◆ TRAIN your mentors AND mentees!
  - v Training materials from WEPAN – [www.wepan.org](http://www.wepan.org)
- ◆ Advertise your successes!
  - v Frequent update letters to supervisors
  - v Press releases

## Tips (cont.)



- ◆ Work with your university foundation – NEVER approach a potential corporate or alumni sponsor without checking with them!
- ◆ Ask successful programs for copies of their initial grant applications
- ◆ Don't do it if you aren't passionate about it. It's a lot of work!

# Tips (cont.)



- ◆ Communicate, communicate, communicate:
  - v With supervisors
  - v With mentors
  - v With mentees
  - v With program sponsors
  
- ◆ ALWAYS HAVE FOOD!!!!!!!!!!

WMW



Questions?