

WiHE Mentoring Guidelines

Who will you be mentoring?

Students from **Serene Harbor** domestic violence shelter or **WAYS for Life** center for young adults formerly in foster care and those experiencing homelessness.

What will you do as a WiHE Mentor?

You are needed as an educational mentor. If there is a student issue beyond your expertise, recommend the student contact Serene Harbor (**Serene Harbor 321-726-8282** call or text 24-7) or WAYS for Life (**WAYS for Life 321-204-4577** call). You may also contact Serene Harbor or WAYS for Life with questions.

1. Offer Friendship. Find out about the student. Ask questions. Tons of questions. Not just school and career questions either. Find out what you have in common, what the student likes, dislikes, interests, etc. Do not judge, do not preach. Instead, strive to understand. Listen, really listen. Know the student will be intimidated by just being in your presence. Build a non-threatening relationship of support.
2. Offer Help. Help students succeed —aid in job exploration, goal setting, class schedules; introducing them to other faculty, staff, and college resources; helping them make connections outside of EFSC, to other colleges, employers, and agencies; and tutoring or leading them to tutors. When you need to get things done, it helps to know someone on the inside. That someone is you. Disclose information to benefit the student, not yourself.
3. Offer Encouragement. Believe in them. Empower the student to be successful and independent. Encourage, guide, and be present for the student. This matters a great deal to them. To know they have that connection, someone in a place of authority who thinks they “can do it”—this alone can be the difference between failure and success. Accept them as they are, but also seeing the potential for who they can be. As Goethe said, *“Treat a man as he is; he will remain as he is. Treat a man as he can and should be; and he will become as he can and should be.”*

Responsibilities of the WiHE Mentor

1. Work with the student for until they graduate (with at least three meetings each semester).
2. Enter information about each visit by jotting meeting notes on the *WiHE Mentoring - meeting goals* form.
3. Participate in one of the following professional development opportunities each year:
 - attend mentor training (offered by Serene Harbor for WiHE Mentors)
 - attend EFSC Green Dot Training

FERPA- Family Educational Rights and Privacy Act

As a mentor, we will work closely with our mentee to build trust, provide guidance, advice and feedback, to build a valuable relationship. Please be cognizant of the confidentiality agreement between mentee/student by following FERPA guidelines. Below is a list of do's and don'ts to help everyone comply with FERPA.

What a mentor can do:

- Have open discussions with mentee of course successes and areas for improvement
- Assist student to use valuable support resources available at EFSC
- Participate in advising, tutor and/or other support sessions with the student, upon invitation from the student

What a mentor cannot do:

- Have discussions with instructors without the student being present.
- Request information regarding student records.

Option:

- The mentee can sign a FERPA release to allow individuals to have access to records.

EFSC Policy on Domestic Violence/Violence from the Student Code of Conduct

Assault and/or Battery - An "assault" is an intentional threat by word or act to do bodily harm to another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such bodily harm is imminent. A "battery" occurs when a person actually and intentionally touches another person against the will of the other or intentionally causes bodily harm to another person.

Bullying - Behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine his or her ability to work, study, or participate in College programs or activities, or which would place a reasonable person in fear of injury or death.

Defamation, Threats and Extortion - Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule and thereby injures the person, property, or reputation of another is prohibited. Verbal or written communication which threatens another with a crime or offense, threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage is prohibited.

Disruption - In accordance with F.S. 1006.61 (1): "Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational

institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions."

Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the College, either on or off campus, shall be subject to appropriate disciplinary action by College authorities.

Disruptive conduct shall include, but not be limited to, the following:

- a. Violence against or endangerment of any member or guest of the College community.
- b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the College community to express his/her views).
- c. Theft or willful destruction of College property.
- d. Forcible interference with the freedom of movement of any member or guest of the College.
- e. Participation in a disturbance of the peace or unlawful assembly.
- f. Public intoxication.
- g. Exposing sexual organs or engaging in sexual acts, or similar lewd, obscene, or indecent conduct in a public place or while in public view.
- h. Sleeping in class, repeated tardiness, interfering with the learning process of others, outbursts, verbal abuse, and/or profanity.
- i. Obstruction of the normal process and activities essential to the College community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

Endangerment - Any action that endangers the health, safety, or welfare of one's own self or others, including but not limited to:

- Physical violence towards another person or group.
- The threat of physical violence towards another person or group.
- Interference with the freedom of another person or group to move about in a lawful manner.
- Intentional or reckless transmission of illness or disease (including but not limited to COVID-19) to another person or group.

Harassment – Threats, intimidation, coercion, or any other conduct that places a reasonable person in fear of physical harm, through words or actions, or objectively disrupts a person's daily activities, including education and employment. Harassment does not include conduct protected by the First Amendment.

Invasion of Privacy - Making, using, disclosing, or distributing a recording or other image of another person in a location or situation in which that person has a reasonable expectation of privacy and is unaware or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct

includes, without limitation, taking unauthorized photographs, recording personal conversations or sexual encounters, acts of voyeurism, peeping, spying, or similar conduct that otherwise invades the privacy of another where a reasonable expectation of privacy exists.

Sexual Exploitation – Sexual Exploitation occurs when a person takes advantage of the sexuality of another person without consent or in a manner that goes beyond the boundaries of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. Examples of behavior that could rise to the level of Sexual Exploitation include:

- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the consent of all parties involved.
- Recording, distributing, publishing, or streaming images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent.
- Prostituting another person.
- Exposing one’s intimate body parts in unwelcome or non-consensual circumstances or inducing another person to so expose.
- Knowingly exposing another individual to a sexually transmitted infection or disease.
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Please note that Sexual Exploitation may also constitute Sexual Misconduct (Sexual Harassment) depending on the circumstances.

Sexual Misconduct – Conduct that constitutes, or allegations that if proven would constitute, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms are defined in Section 800.10 of the College Procedures Manual. Any allegations of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms are defined in Section 800.10 of the College Procedures Manual, shall be processed in accordance with that section. Similar conduct not specifically addressed in Section 800.10 of the College Procedures Manual may be subject to discipline under this code of conduct, including but not limited to, #6-Assault/Battery, #15-Disruption, #19-Endangerment, #25-Hazing, #31-Interference with College Guests, #32-Invasion of Privacy, #42-Sexual Exploitation, and #47-Threats/Threatening Behavior.

Threats/Threatening Behavior - Any statement, communication, conduct, or gesture, including those in written form, directed toward another that causes a reasonable apprehension of physical harm to a person or property. A student can be responsible even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct, or gesture as a serious expression of intent to physically harm.

<https://www.easternflorida.edu/student-handbook/student-code-of-conduct.php>