

Office of Student Professional Development

DO'S AND DON'TS

MENTORS

DO:

- Make efforts to keep your appointments with the student mentee
- Actively listen to questions and concerns
- Encourage discussion
- Approach discussions with an open mind
- Maintain a high level of trust and professionalism
- Respect confidentiality
- Contact the Office of Internships & Applied Experiences if you are having trouble connecting with your student mentee or if business pressures prevent you from fulfilling your commitment to the mentorship

DON'T

- Don't hesitate to provide your student mentee with constructive feedback about areas for personal and professional development
- Don't hesitate to contact your student mentee if you have not heard from her/him for a while

MENTEES

DO:

- Initiate the contact your Mentor
- Plan and agenda for each meeting- be focused
- Keep appointments with your Mentor and be punctual
- Approach discussions with an open mind.
- Maintain a high level of trust and professionalism
- Respect confidentiality
- Accept constructive feedback from your Mentor
- Thank the Mentor for her/his time
- Maintain consistent contact with your Mentor, even when you do not have a pressing issue to discuss
- Contact the Office of Internships & Applied Experiences if you are having trouble connecting with your Mentor

DON'T

- Do NOT ask for or expect a job or internship from your Mentor!
- Do NOT neglect contacting your Mentor to set up meetings or follow up
- Do NOT ask your Mentor for a ride, you are responsible for your own transportation

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Student Mentee Program Expectations

For reference, we are including expectations of our student mentees. Please contact our office if you have any concerns or questions about the Mentoring relationship.

1. Student mentees should be self-reflective and aware.

The success of this partnership depends on the student's self-awareness of their own strengths, experiences and learning opportunities.

2. Mentees should stay in contact with their mentor and attend any arranged meetings on time and professionally dressed (according to the company's dress code policy).

If the mentee is unable to make a particular meeting, he/she should contact his/her mentor in advance and reschedule the meeting/activity.

3. Mentees should take the initiative in their own development by actively sharing learning professional and personal goals.

Professional Courtesies

Student mentees are asked to be mindful of the following professional courtesies:

- Be considerate and committed to the mentoring relationship
- Contact each other on a regular basis
- Attend all scheduled meetings or call in advance to cancel/reschedule
- Return phone calls and/or email messages within 24 hours
- Notify mentor of any changes in phone number or email
- Follow through on agreements and respect confidentiality
- Follow all company procedures and policies
- Mentors are not obligated to provide transportation, you are responsible for providing your own transportation
- Notify the Program Director if a circumstance prevents you from completing the program