

CODE OF CONDUCT

Introduction

We are excited to have you participate in our industry mentoring program, which aims to provide students with valuable industry insights, guidance, and support as they navigate their academic and professional careers. This Code of Conduct, herein referred to as the “Code”, outlines the expectations and responsibilities of both mentors and mentees participating in the program.

Purpose of this Code

The purpose of this Code of Conduct is to establish a foundation of trust, respect, and professionalism that fosters a positive and productive mentoring experience for all participants. This Code serves as a shared commitment to uphold the values of our mentoring program, including respect and integrity, and to ensure that all interactions between mentors and mentees are conducted in a manner that is respectful, professional, and free from harassment, bias, or discrimination.

Mentor Responsibilities and Expectations

- As a mentor, you understand that your role is to provide guidance, support, and industry insights to your mentee.
- You agree to communicate with your mentee in a respectful, professional, and timely manner.
- You understand that you may have conflicts of interest that could impact your ability to provide unbiased guidance and support to your mentee, and you agree to disclose any potential conflicts of interest to the program administrators and recuse yourself from any situations where a conflict may arise.
- You agree to maintain the confidentiality of all information shared with you by your mentee and not disclose it to anyone without their prior consent.
- You understand that you are responsible for providing constructive feedback and guidance to your mentee, and for respecting their opinions, perspectives, and boundaries.

Mentee Responsibilities and Expectations

- As a mentee, you understand that your mentor is a volunteer who is providing guidance and support to help you achieve your academic and professional goals.
- You agree to communicate with your mentor in a respectful, professional, and timely manner.
- You understand that you are responsible for setting and working towards your own goals, and that your mentor is there to provide guidance and support.
- You agree to be open-minded, receptive to feedback, and willing to learn from your mentor's experiences and insights.
- You understand that you are responsible for maintaining the confidentiality of any information shared with you by your mentor.

Shared Responsibilities and Expectations

- Both mentors and mentees agree to participate in program evaluations and provide feedback to help improve the mentoring program.
- Both mentors and mentees understand that their participation in the program is contingent upon their compliance with this code and the Rowan University Student Code of Conduct (for students).
- Both mentors and mentees acknowledge that any behavior that violates this code or the University Student Code of Conduct may result in termination of their participation in the program.

Confidentiality and Non-Disclosure

- Both mentors and mentees understand that they may have access to confidential and sensitive information about each other, including professional and personal backgrounds, career goals, and aspirations.
- Both mentors and mentees agree to maintain the confidentiality of all information shared with them and not disclose it to anyone without prior consent.

Intellectual Property and Inventions

- Both mentors and mentees understand that they may share ideas, projects, and inventions with each other as part of the mentoring process.
- Both mentors and mentees agree to respect each other's intellectual property rights and acknowledge that neither party has any claim to the other's work.

Concerns and Grievances

- Both mentors and mentees are encouraged to raise any concerns, issues, or grievances that may arise during the mentoring program to the Electrical and Computer Engineering (ECE) Department Head.
- Concerns may include, but are not limited to, issues related to confidentiality, intellectual property, conflicts of interest, or any other matter that may impact the mentoring relationship.
- The ECE Department Head will address concerns in a fair, impartial, and confidential manner, and work to resolve issues in a timely and satisfactory way.

Termination

- Both mentors and mentees understand that their participation in the program may be terminated at any time if they fail to comply with the terms of this code or if their behavior is deemed to be inconsistent with the program's values and principles.
- Both mentors and mentees acknowledge that termination of their participation in the program will not affect any existing obligations or responsibilities they may have to each other or the program.

Acknowledgement

By acknowledging the Mentoring Onboarding milestone, I acknowledge that I have read, understood, and agree to abide by the terms of this ECE Industry Mentoring Program Code of Conduct. I understand that my participation in the program is contingent upon my compliance with this code.