

MENTOR/MENTEE GUIDE

Introduction

As a mentor or mentee, this quick guide is designed to help you maximize your mentoring relationship. By applying the principles and practices outlined here, you can create a successful and rewarding experience that propels you towards achieving your goals and reaching your full potential.

Program Expectations

The mentoring program is designed to connect students with industry professionals, expand their professional networks, and work on unique employability-related professional development goals. To ensure a successful and effective mentoring experience, here are some key expectations of the program:

Key Expectations:

- **Regular Engagement:** Mentors and mentees are expected to meet at least twice per semester, with the frequency and format determined by the mentor and mentee based on their schedules, preferences, and goals.
- **Mentee Ownership:** Mentees are expected to take ownership of the mentoring relationship and drive the engagement, ensuring that their goals and expectations are met.
- **Communication and Engagement:** Mentors and mentees should discuss and agree on their preferred communication and engagement modes during their first meeting, considering factors such as location, availability, and personal style.
- **Flexibility:** The program is designed to be flexible and tailored to each mentoring connection, allowing mentors and mentees to adapt and adjust their approach as needed.
- **Confidentiality and Ethical Behavior:** Both mentors and mentees will be provided with guidelines on confidentiality and ethical behavior, which must be adhered to throughout the mentoring relationship.

How to be a Good Mentor

Being a good mentor requires a combination of skills, knowledge, and personal qualities. Here are some tips to help you be an effective mentor:

1. **Establish Clear Expectations:** Set ground rules for the mentoring relationship, including topics to discuss, preparation requirements, and respectful working relationship expectations. Determine how often to meet and how to communicate with each other.
2. **Help Set Goals:** Discuss and agree on goals for the mentoring relationship, including what you both hope to achieve. This will help you stay focused and ensure that you're working towards the same objectives.
3. **Be an Active Listener:** Listen carefully and patiently to the mentee's aspirations, thoughts, and concerns. Pay attention to their words, tone, and body language to ensure you understand their needs and concerns.

4. **Share Your Experiences and Advice:** Even if you're not an "expert," share your own mistakes and lessons learned, and how you might handle them differently in the future. Your perspective could make the difference in helping your mentee grow.
5. **Guide the Mentee:** Help the mentee explore different angles and viewpoints but let them make their own decisions. Provide guidance and support, but also encourage them to think critically and make their own choices.
6. **Recommend Tasks & Resources:** Inspire your mentee to tackle more challenging development goals/tasks and/or share books, events, podcasts, and blogs that you have found helpful.
7. **Offer Feedback:** Constructive criticism coming from a trusted mentor in the context of a safe relationship is where mentees can grow the most if they are willing to hear it and act on it. Be honest, but also be kind and supportive.
8. **Open Doors:** Introduce the mentee to your network if appropriate. This could include connecting them with other professionals in your industry or introducing them to new opportunities.
9. **Check Your Biases:** Be aware of your own biases and assumptions and ask questions to get a well-rounded picture of the mentee. Avoid making assumptions or jumping to conclusions based on limited information.
10. **Show Genuine Interest:** Get to know the mentee as a person and build a relationship beyond just information and connection. This will help you build trust and rapport with your mentee and create a more effective mentoring relationship.

How to be a Good Mentee

Being a good mentee requires a combination of skills, knowledge, and personal qualities. Here are some tips to help you be an effective mentee:

1. **Be Professional:** Communication should follow proper courtesy, respect, and professional etiquette. Students should follow [e-mail etiquette](#) as established by the Electrical and Computer Engineering Department.
2. **Invest in the Relationship:** Be all in and invest at least as much time and energy as the mentor. This will help you get the most out of the mentoring relationship and ensure that you're making progress towards your goals.
3. **Set Clear Goals:** Set short and long-term goals for your professional development and the mentoring relationship. This will help you stay focused and ensure that you're working towards the same objectives as your mentor.
4. **Know What You Want:** Communicate regularly with the mentor about what you want to achieve and what you need to get there. This will help you stay on track and ensure that you're getting the guidance and support you need.
5. **Be Honest:** Give your mentor a clear view of your expectations, aspirations, and concerns. Be open and transparent about your goals and challenges and be willing to ask for help when you need it.
6. **Be Open to Feedback:** Receive constructive criticism and use it to grow and improve. Don't be defensive; your mentor is trying to help you out with constructive feedback.

7. **Take Action:** Take the steps and do the hard work to grow personally and professionally. This will help you achieve your goals and make progress towards your objectives.
8. **Be an Active Listener:** Listen carefully to the mentor's advice and ask thoughtful questions. This will help you get the most out of the mentoring relationship and ensure that you're understanding the guidance and support you're receiving.
9. **Come Prepared:** Be considerate of the mentor's schedule and commitments. Come to each meeting with an agenda and be prepared to discuss your progress and goals.
10. **Give More Than Expected:** Go above and beyond to help the mentor. This could include offering to help with projects or tasks or providing feedback and support to help them grow and develop.

By following these tips, you can create an effective and rewarding mentoring relationship that helps you achieve your goals and grow personally and professionally.

Suggested Topics of Discussion

As a mentor and mentee, it's essential to have open and honest discussions about various topics related to your career, industry, and personal development. These conversations can help you gain valuable insights, set, and achieve goals, and build a strong professional network. Here are some suggested topics of discussion that you might consider during your mentoring partnership:

- **Career Development**
 - Career goals and aspirations
 - Job search strategies and resume building
 - Networking and professional development
- **Industry Insights**
 - Trends and best practices in the industry
 - Regulatory updates and compliance
 - Emerging technologies and innovations
- **Skill Development**
 - Technical skills training and development
 - Leadership and management skills
 - Communication and teamwork skills
- **Personal Development**
 - Time management and productivity
 - Goal setting and achievement
 - Stress management and work-life balance
- **Networking and Building Relationships**

- Building a professional network
- Effective communication and relationship building
- Conflict resolution and negotiation skills
- **Professional Development Opportunities**
 - Conferences and workshops
 - Online courses and training programs
 - Certification and credentialing opportunities
- **Overcoming Challenges and Obstacles**
 - Identifying and addressing challenges and obstacles
 - Developing strategies for overcoming obstacles
 - Building resilience and perseverance