



BOBCAT MENTOR PROGRAM

MENTOR FAQs & TIPS

Mentor FAQs

- 1. What am I expected to do?** Mentors are expected to provide their mentee with one (1) hour face-to-face interaction per month. Additional interactions throughout the month are highly encouraged, and can be in person, via phone, email, skype, or text as appropriate. Mentors should work with their mentees to determine what kind of support will be most useful to their assigned mentee – general career advice, technical information, personal encouragement, feedback related to internship/job search, and so on.
- 2. How long will the commitment be?** We ask our mentors to make commitments of at least six months (Fall or Spring semester) to one year (academic year) to ensure mentees are able to fully benefit from the relationship. If a mentor must leave the relationship early, we request at least one month's notice in order to search for a replacement mentor with similar background.
- 3. Are there any potential risks to me or my company?** No. It is not appropriate for mentors to engage in any business transactions with their mentees; instead, the relationship should only involve the flow of general information and advice.
- 4. Relationship is not going well or I am concerned about mentorship, what to do?** We encourage letting the mentee know about the situation and contact the Mentoring Committee immediately. We will provide our full support to resolve the situation in a positive and satisfactory manner.

Mentor Tips

- Commit to at least a one (1) hour face-to-face interaction each month.
- Take responsibility to initiate the relationship with your student mentee.
- Set aside time for the mentoring process and honor all appointments.
- Invite the mentee to meetings or activities, as appropriate. Schedule meetings with planned topics/agenda.
- Be flexible on meeting times and places.
- Arrange frequent contacts through telephone, email, text, face-to-face, etc., as appropriate.
- Respond to emails from your mentee within 2 days of receipt.
- Keep information that your mentee has shared with you confidential. If something concerning the mentee needs to be discussed with others, it should first be discussed within the mentoring relationship.
- Establish open and honest communication and a forum for idea exchange.
- Foster creativity and independence. Help build self-confidence and offer encouragement.
- Provide honest and timely feedback to your mentee.
- Provide opportunities for the mentee to talk about concerns and ask questions.