

WOODSWORTH COLLEGE

Alumni Student Mentorship Program



WOODSWORTH COLLEGE
ALUMNI ♦ STUDENTS
MENTORSHIP PROGRAM

Mentee Resource Package
2015-2016

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ROLES & RESPONSIBILITIES

WHAT IS MENTORING?

Mentoring is an intentional relationship designed to foster your professional growth and development. Your alumni mentor acts as an informal tour guide for the particular field or profession that interests you. He or she is also a role model and a resource to help you develop your own potential.

Successful mentoring is based on a reciprocal and comfortable relationship between you and your mentor. Both parties must work together to be open-minded and respectful of one another.

WHAT CAN YOU EXPECT FROM YOUR MENTOR?

A good mentor:

- Stimulates your learning and reflection but won't necessarily provide you with all the answers you need
- Is available and willing to connect with you to provide appropriate guidance and feedback
- Is open-minded, flexible, empathetic and encouraging

A mentor is not:

- A tutor
- A counselor
- Someone you approach for a job

THE MENTOR'S ROLE

- To share knowledge about a particular profession or field
- To act as a resource for professional contact in a particular field
- To encourage and support your career and leadership development

THE BENEFITS OF HAVING A MENTOR

- Increased knowledge about a prospective field or profession, including its values and culture
- Increased personal knowledge and organizational awareness
- Access to an effective learning practice that stimulates goal-oriented planning
- Increased networking opportunities

KEY EXPECTATIONS FOR STUDENT MENTEES

- You should come to the relationship prepared. Successful mentorship experiences happen when students have questions in mind or activities to suggest when meeting their mentors
- It is important to have an idea of what you would like to learn as well as know what kind of mentoring relationship you want. Make sure to communicate these ideas to your mentor at the start of your relationship

- Do not ask your mentor for a job
- You should define the boundaries of your mentoring relationship early on. Remember that your mentor is a professional role model and guide (and not a counselor)

ON BEING A STUDENT MENTEE

Confidentiality

- You and your mentor are responsible for identifying and observing areas of confidentiality
- Areas of confidentiality may include personal or privileged industry information

Dress code

- You should expect to dress in appropriate business attire when you meet with your mentor (especially for your first meeting)
- Take cues from your mentor on how to dress appropriately in his or her workplace

WHAT ARE YOUR RESPONSIBILITIES AS A MENTEE?

You should embark on your mentorship relationship with three goals that will help you outline what you would like to achieve over the course of the year.

Your goals may be to:

- Set short-term learning objectives, and short-term and long-term career planning
- Obtain advice on specific learning or development opportunities
- Obtain fundamental and practical knowledge related to your field
- Obtain insights into the best practices, values, and culture within your field
- Explore career choices and opportunities
- Meet other professionals in the prospective field
- Ascertain your professional strengths and areas for development

A good mentee is:

- Proactive in and committed to cultivating the mentoring relationship
- Respectful of the mentor's time (i.e. is punctual and gives advance notice of cancellations)
- Professional in their communications (in person, over the phone/Skype, or over e-mail) and follows up meetings with a thank you e-mail (or phone call)
- Prepared with questions and issues to discuss in advance of the meeting (i.e. has an agenda for the meeting)
- Willing to participate in an open and honest discussion about their background, interests, work experiences and about their career goals
- Respectful of the confidentiality and privacy of the mentor

EFFECTIVE COMMUNICATION WITH YOUR MENTOR

Effective and professional communication is an essential part of a successful mentoring relationship.

- In your written communication, be professional in your spelling, composition and phrasing
- Be assertive and honest in your communication (but be respectful)
- Respect your mentor's time and schedule – allow your mentor enough time to respond to e-mail or voicemail before following up

THINGS YOU CAN DISCUSS WITH YOUR MENTOR

- Discuss your background to find out if it fits your career choice (e.g. do you require further education, and, if so, what kind?)
- Ask for advice on how you can market your skills and/or experience in your field of interest (e.g. what experiences should you emphasize when applying for a job?)
- Ask about the culture and values of the prospective field. What kind of challenges has your mentor faced?
- Ask your mentor to describe how the actual workplace experience compares to his or her expectations as a student
- Ask your mentor to critique your CV or resume and cover letter for positions which you are applying, as well as seek general advice about preparing for your career
- Towards the end of your mentoring relationship, ask for:
 - o A tour, if possible, of your mentor's workplace
 - o Referrals and any recommended readings/professional resources

SUGGESTIONS FOR DISCUSSION WITH YOUR MENTOR

Here are some questions to ask your mentor. Choose a few before you meet and then let the conversation flow:

- How do I prepare for the transition from student life to the working world?
- What are the important challenges in your mentor's professional life?
- Can you tell me about your daily job duties?
- What jobs have you had in the past?
- What was your experience at UofT like?
- What did you like best about UofT?

GUIDELINES FOR MENTEES

Before your meeting:

- Make sure all lines of communication are open
- Reflect on what you want. This means considering your short and long term goals so you can articulate what you want to ask your mentor. However, be realistic with your expectations. Your mentor is not there to provide you with a job.
- Do your research! How exactly can your mentor help you achieve your goals? What is interesting that you want to learn more about?
- Make lists. What questions do you want to ask? What exactly do you want to cover in this meeting or the meetings ahead?
- Make sure that everything is set before you meet them. Have the right time and place written down. Be just as respectful of your mentor's time as you are your own.

During your meeting:

- At the beginning of each meeting, briefly provide your mentor with updates or context. This will allow your mentor to better understand your situation. It'll also help to refresh both of your memories from the last session that took place.
- Respect. Always act with courtesy and respect towards your mentor.
- Remember to maintain a level of professionalism when meeting with your mentor. This might entail preparation in terms of choosing the focus for the meeting, an appropriate meeting place, a positive attitude, and punctuality.
- Be an active listener! Take notes when appropriate, use the questions that you've prepared, and be prepared to build on the answers that you've received.
- Building trust with your mentor is very important. To achieve their trust, you must find an appropriate comfort zone. This is different between every partnership, but hesitant mentees can be frustrating for a mentor, particularly one who is prominent in their career.

After your meeting:

- Seriously consider all the advice or suggestions you receive. To fully experience the benefits of this program you will need to be ready to learn from your mentor.
- Make sure to follow up! Set up your next meeting.
- Remember to thank your mentor for their advice.

IMPORTANT DATES

October 6th, 2015 – Opening reception

October 6th, 2015 – March 8th, 2016 – A minimum of 3 meetings between you and your mentor

October 23rd, 2015 (2pm-4pm) – Career Workshop #1 (Career Planning)

November 6th, 2015 – Partnership Agreements Due

December 2015 – Mid program evaluation forms

January 22nd, 2015 (2pm-4pm) – Career Workshop #2 (Networking)

March 8th, 2016 – Closing Reception

March 18th, 2016 (2pm-4pm) – Career Workshop #3 (Resumes)

March 2016 – End of program evaluation forms

IMPORTANT CONTACTS

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USEFUL RESOURCE LINKS

Office of Student Life

<http://www.studentlife.utoronto.ca/>

<http://www.studentlife.utoronto.ca/Mentorship-Resource-Centre.htm>

Other

www.ift.org

<http://www.washington.edu/>



Mentee/Mentor Partnership Agreement

Mentee: _____

Mentor: _____

To be completed by the mentee:

My learning goals for the year are:

1. _____
2. _____
3. _____

My primary expectations for my mentor are:

1. _____
2. _____
3. _____

To be completed by the mentor:

My primary expectations for my mentee are:

1. _____
2. _____
3. _____

Important dates:

1. Meeting #1 (day, month, year): _____
2. Meeting #2 (day, month, year): _____
3. Meeting #3 (day, month, year): _____

This sheet is due on November 6th and is to be handed in by the mentee. E-mail completed forms to alumni.woodsworth@utoronto.ca. Please mark March 8th for our closing reception.

Confidentiality Statement

As a participant in the Alumni Student Mentorship Program, I acknowledge that I may be provided with confidential information. I agree to not disclose any and all information regarded as confidential.

Signature of Mentee

Signature of Mentor