



DEVELOP Mentorship Initiative: Guidelines for Mentors and Mentees

Purpose of the Mentorship Initiative

- To provide additional and more personal support and professional expertise for participants during terms outside of a supervisor relationship.
- To facilitate greater connections with alumni and to provide a safe space to enhance their mentoring skills.
- To keep alumni engaged with the program in a meaningful way.

Structure

Time Commitment

- I. **During 10 Week Term: 3 hours minimum**
 - a. Alumni mentors and participant mentees should aim to meet at least three times during the term. Each meeting should be a minimum of 30 minutes but can go for as long as the mentor(s) and mentee(s) prefer.
- II. **Post-term: Flexible**
 - a. Mentors and mentees can determine whether or not to maintain communication or exchange contact information (Linkedin, personal emails, etc.).
 - b. Mentors and mentees will be asked to provide feedback about their experience. The mentorship opportunities within DEVELOP are subject to change based on participant and alumni feedback.

Expectations

Alumni (Mentor) Expectations

- I. **Appropriate conduct**
 - a. Before, during, and after participating as a mentor, alumni are expected to engage with their mentee and other mentors in a respectful manner.
 - b. By participating, alumni agree to adhere to the AMA Code of Conduct.
 - i. [AMA Code of Conduct](#)
- II. **Open communication**
 - a. Alumni are expected to maintain open lines of communication with DEVELOP. Any issues that arise during the mentorship meetings should be passed forward to DEVELOP staff.
- III. **Commit for an entire term**
 - a. This is a purely volunteer role.
 - b. While mentors are not expected to commit for more than one term, it is expected that mentors who agree to participate for a term, will be available for the full 3-hour time commitment of that term.
 - c. Special circumstances will always be taken into consideration, but mentors are expected to try their best to make adequate time for their mentees during the term.

Participant (Mentee) Expectations

I. Appropriate conduct

- a. Before, during, and after participating as a mentee, DEVELOP participants are expected to engage with their mentor and other mentees in a respectful manner.
- b. By participating, participants agree to adhere to the DEVELOP Code of Conduct.

II. Open communication

- a. Participants are expected to communicate proactively with their Lead about any issues that occur during their time as a mentee.

III. Make the most of the mentorship opportunity

- a. This is an **optional addition** to your time with DEVELOP. If you participate, please commit to engaging with your mentor for the entire term.
- b. Although the term gets busy, participants are encouraged to fully take advantage of the expertise and wisdom available to them. Mentors are very knowledgeable and have been in the participant role. Their experiences and lessons-learned may help make the term the best that it can be!

Additional Information

Meeting Platform

- I. The DEVELOP mentorship initiative will be hosted on Microsoft Teams. Mentors and mentees will agree on the dates and times for meetings. Once confirmed, **mentees will create a calendar invite** (with a Teams meeting link) to share with their mentor.
- II. If mentors and mentees are located near each other, then in-person meet-ups are a bonus! Mentees should check with their Leads before scheduling any in-person meetings.

Point of Contact

I. Mentors:

- a. If you are a mentor and you have any questions, please contact Maya Hall (maya.l.hall@ama-inc.com).

II. Mentees:

- a. If you are a mentee and you have any questions, please contact your Lead.

IMPORTANT DATES

Fall 2024 Term: September 16 – November 22

• **Mentorship Welcome and Overview**

- Thursday, September 26 at 12pm ET/9am PT
- Open to all mentors and mentees
- Format: virtual meeting hosted on Microsoft Teams (an invitation will be sent out to all mentors/mentees the week before)
- Approximately 1 hour in length
- The meeting will be recorded and available upon request!

• **Optional Mentorship Office Hour**

- Tuesday, October 29 at 4pm ET/1pm PT

- An hour-long virtual meeting that is open to all mentors and mentees
- A safe space to bring questions, feedback, or chat!
- **Professional Development Week**
 - Tuesday, October 15 – Thursday, October 17
 - Open to all mentors and mentees
 - A virtual series of panels that feature DEVELOP alumni
 - Meeting links will be sent out closer to the week

Suggested Topics for Mentors to Consider

- Networking with professionals at different stages of their career
- Overcoming obstacles in your field of work
- Identifying strengths and weaknesses
- Lessons learned (academic or professional)
- Imposter syndrome
- Changing career paths
- Finding unique strategies to balance work and life
- Resume swap

Suggested Questions for Mentees to Consider

- What drew you to the field of work that you are currently in?
- What academic courses helped you the most?
- Do you have any tips for writing a cover letter?
- Do you have any useful resources that you could share with me?
- What are some skills that I should focus on developing?
- Do you have any advice for picking between two different career paths?