DEVELOP Mentorship Initiative: Guidelines for Mentors and Mentees

Purpose
- 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 safe space to enhance their mentoring skills.
- To keep alumni engaged with the program in a meaningful way.

Structure

<u>Time Commitment</u>

I. **During Term: 4 hours minimum**
   a. *Meeting 1*: Participants and alumni will be matched by DEVELOP during the first week of the term. DEVELOP will help coordinate the first **one-hour time slot** for mentors and mentees. This initial meeting should take place during the 2nd week of the term, and be used to introduce everyone.
      i. This is a great time to share things like: education, previous jobs, research focus, hobbies, and current career goals. This is also an excellent time to determine areas of overlap and interest for both the mentor and mentee. Additionally, this time can be used to figure out communication preferences (video-chats only, or emails and video, etc.).
   b. *Meeting 2*: Mentors and mentees should aim to schedule a second **one-hour time slot** during the 4th week of the term.
      i. This second meeting is a great space for participants to share more details about their career interests, any struggles or obstacles they have encountered, and questions they may have about pursuing different paths. Mentors should focus on guiding participants through these conversations and offer insights based on their own lived experiences.
   c. *Meeting 3*: The third and final **one-hour time slot** should be scheduled by mentors and mentees during the 7th week of the term, and would be a good space for sharing specific strategies or pro-tips.
      i. Mentors can share resources with their mentees and mentees should come prepared to continue discussion of career interests. In addition, this meeting can be used for skill-building conversations or topics such as job-hunting. Lastly, mentors and mentees can wrap up conversations about career paths, share future goals and plans to tackle those goals, and determine whether contact outside of the term is appropriate or welcomed.
   d. *Meeting 4*: Final closeout presentations are given by participants during the final week of the term. Mentors should strive to attend their mentee's closeout if possible. The time commitment for attending is approximately **one hour** (final presentations may take longer than an hour, but mentors are encouraged to stay as long as they are able).

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.

Alumni (Mentor) Expectations

I. Appropriate conduct
   a. Before, during, and after participating as a mentor, alumni are expected to engage with their mentee in a respectful manner.
   b. By participating, alumni agree to adhere to the DEVELOP 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 4-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 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 plan to commit to engaging with your mentor for the duration of the 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

I. Meeting Platform
   a. 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.
   b. If mentors and mentees are located in close proximity, then in-person meet-ups are a bonus! Mentees should check with their Leads before scheduling any in-person meetings.

II. Point of Contact
   a. Mentors:
      i. If you are a mentor and you have any questions, please contact Maya Hall (maya.l.hall@ama-inc.com).

  b. Mentees:
    i. If you are a mentee and you have any questions, please contact your Lead.

Summary Timeline*
Spring 2024 Term – January 22 – March 29

Week 1: January 22
- DEVELOP matches mentors with mentees (end of week 1).

Week 2: January 29
- Mentors and mentees should aim to schedule their first meeting within this week.

Week 4: February 12
- Mentors and mentees should aim to schedule their second meeting within this week.

Week 7: March 4
- Mentors and mentees should aim to schedule their third meeting within this week.

Week 10: March 25
- Closeout presentations occur. Mentors are encouraged to attend their mentee's closeout!

*We understand that some alumni or participants may not be available during the weeks we have specified. If this is the case, then please coordinate appropriately and schedule a time that works best for both mentor and mentee.

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?