



The Whitman School of Management Mentoring Program (2016-2017 Academic Year)

The Whitman Mentoring Program creates collaborative relationships between experienced Whitman alumni and current students. These relationships are **not** intended to get students a job; rather, the goal is to open doors to networking opportunities that allow students to learn about a particular industry, the day-to-day responsibilities in a particular functional area and position, and the culture and potential fit with companies of interest to them. Participants develop these relationships to the level they deem appropriate and manageable.

Mentee (Student) Role and Responsibilities:

A mentee should be motivated and take responsibility for his/her own professional development and growth. Mentees should respect and value their relationships with mentors. As a mentee, you should:

- Develop a list of objectives that you would like to accomplish during your year in the program. Share those with your mentor early on, so that you can create a reasonable set of goals together as well as a plan for achieving them.
- Help your mentor get to know you. Share a resume if you have one or be prepared to provide details about what you've accomplished, classes you've taken, clubs you're in, where your interests lie, etc.
- Initiate contact with your mentor within **two weeks** of your pairing notification email.
- Keep a list of questions to ask your mentor about specific jobs, career paths, corporate cultures, and industries. Questions may arise from class discussions, course projects, etc.
- Be open to advice from your mentor and accept feedback without becoming defensive.
- Communicate with your mentor on a regular basis (approximately 1-3 hours per month).
- Be realistic about your expectations of your mentor and understand your mentor's expectations of you, i.e. does he/she prefer you call when you need guidance, or would he/she like to establish a regular day/time each week to check in?
- Plan and set the agenda for each meeting (whether in person or remote). Know what you want to achieve during the interaction and be sure to keep your scheduled commitments.
- Explore opportunities presented by your mentor.
- Thank your mentor for his/her time regularly.

Mentor (Alumni) Roles and Responsibilities:

Mentors should advise and coach a mentee on the transition from the Whitman School to the workplace through sharing knowledge and experiences as well as fostering opportunities for networking. Mentors should respect and value their mentee relationship. As a mentor, you should:

- Share knowledge about education, career paths, industries and corporate cultures.

- Honestly describe the steps you have taken in your career. What has been successful for you and what would you have done differently?
- Create an open and comfortable environment for coaching your mentee.
- Clearly communicate your expectations of your mentee in terms of preparation for meetings, frequency and initiation of interactions, etc.
- Be available to your mentee and communicate regularly with him/her (approximately 1-3 hours per month). Determine up front if interactions should be as needed, pre-scheduled or both.
- Be an active listener with your mentee.
- Be aware of opportunities that your mentee should explore and encourage him/her to do so.
- Introduce your mentee to business associates and facilitate networking, as is feasible.
- Invite your mentee to your place of business for shadowing, if appropriate.
- Ask your mentee about his/her current classes and extracurricular engagement.
- Provide general guidance, i.e. offer to critique his/her resume and practice interviewing, etc.

Shared Responsibilities (Student Mentee and Alumni Mentor):

As a mentor and mentee, you should appreciate and respect the relationship that exists between you. To foster a positive mentoring relationship, you should:

- Determine the appropriate level of structure in the relationship, including the preferred communications mediums, frequency of exchanges and expectations of interactions.
- Maintain regular and confidential communication.
- Conduct yourself professionally.
- Contact one of the individuals listed below if you are experiencing difficulties engaging with your mentor/mentee or if your situation changes, impacting your ability to participate.
- Respond to communications and requests for survey responses made by Whitman staff. Your feedback is critical to ensuring your experience is positive and beneficial, and your perspective will be utilized in Whitman's efforts to enhance the mentorship program for future participants.

For More Information:

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