



# MENTOR PROGRAM

---

## CSE MENTOR PROGRAM EXPECTATIONS

The following are guidelines that will help you to have a successful mentoring partnership.

### **Maintain regular contact**

Mentors and students should commit to speaking a minimum of twice a month from October to April. Although email is an important tool in distance mentoring, it cannot be substituted for actual, real-time conversation. Conversations may occur over the phone, via Skype (or similar software), and/or in person when possible.

### **Set clear and realistic goals**

At the start of the mentoring partnership, mentors and students will have a conversation that addresses goals for both the mentor and student that is then outlined in the Mentoring Partnership Agreement. Revisit this agreement together in February to evaluate progress toward your goals.

### **Be responsive**

Both mentors and students are expected to return calls and e-mails in a timely manner (e.g. within two business days) to each other and to the CSE mentor program administrator.

### **Receive feedback**

It is important that students be open to receiving feedback that is candid and delivered in a thoughtful and constructive way. If necessary, your mentor will help you learn how to receive and respond to feedback by modeling the behavior through open discussion.

### **Participate in self-reflection and self-development**

Expect thought-provoking questions designed to help students understand and articulate motivations, accomplishments, weaknesses, etc.

### **Honor commitments**

If a mentoring conversation must be canceled, it is expected that you and your mentor will do your best to communicate in advance of the meeting and reschedule. If circumstances make it necessary for you to stop participating in the program, you must notify your mentoring partner and the CSE mentor program administrator immediately.

### **Evaluate**

At the end of the program, both participants will be asked to complete an evaluation survey.