CSE MENTOR PROGRAM EXPECTATIONS

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

Maintain regular contact

Mentors and mentees should commit to speaking a minimum of twice a month during the mentoring cycle. 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 a mentoring partnership, mentors and mentees will have a conversation that addresses goals for both the mentor and mentee.

Be responsive

Both mentors and mentees 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 program administrator.

Receive feedback

It is important that mentees 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 you understand and articulate your motivations, accomplishments, weaknesses, etc.

Honor commitments

If a mentoring conversation must be cancelled, it is expected that you and your mentor will do your best to communicate in advance of the meeting and reschedule. If you decide to remove yourself from the program, it is expected that you will honor partnerships in progress. If circumstances prohibit you or your mentor from participating in the program prior to the end of a term, each party must agree to notify their mentoring partner and the CSE program administrators.

Evaluate

At the end of the program, both participants will be required to complete an evaluation form.

*Note: Mentors are not expected to offer internships or jobs.

Updated 10.2013