



Mentorship Program Guidebook

Welcome

Thank you for participating in the UCF College of Business Mentorship Program! This initiative is a direct result of the passion and dedication for the University shown by our alumni and college administration. We believe that the best learning occurs when you are able to sit down and have a conversation with someone, as through experiences like the Mentorship program. Student enthusiasm and alumni and community support are crucial to the advancement of this program and the continued success of the UCF College of Business.

We greatly value your participation and hope that you will find your involvement as a professional mentor or student mentee both rewarding and educational. As we plan for the future of this program, we welcome and appreciate any feedback you may provide over the course of the semester. We encourage each of you to openly communicate with your mentor or mentee, fellow program participants, and program organizers to further enhance your mentorship experience. If you have any questions or concerns, please do not hesitate to contact us using the information provided below.

Go Knights!

Program Contacts

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Program Purpose

The purpose of this program is to connect students with business alumni professionals who will serve as advisors, share experiences and provide new perspectives and insights into the business industry. The Mentorship Program seeks to match those who share similar academic backgrounds, professional interests and career fields.

This is NOT a job placement program, but students who take full advantage of this opportunity may gain valuable skills and knowledge that will assist them in their job search and future career.

Roles

Ideal professional mentors are:

- Advocates of the University of Central Florida and higher education
- Coaches who are willing to share their professional network with students
- Creators of unique learning opportunities outside of the classroom that offer exposure to the business world
- Sounding boards and advisors who help students explore possibilities and learn more about their chosen industries, review career paths and fine-tune their career goals
- Open to sharing past successes, failures and insights into lessons learned
- Supporters and suppliers of constructive feedback

Ideal student mentees are:

- Excellent students dedicated to succeeding academically
- Ambitious and motivated to grow professionally
- Open to new experiences and learning opportunities
- Mature and respectful toward professionals
- Willing to utilize mentor to obtain industry insights

Both parties should display the following characteristics in their interactions:

- High personal standards
- Problem-solving skills
- Communication skills
- Active listening skills
- Patience, flexibility and empathy
- Enthusiasm
- Responsibility and commitment
- Positive attitude

EXPECTATIONS

Mentor:

- Listen to the needs and expectations of your mentee
- Work with the student to help him/her develop and establish goals
- Offer suggestions and feedback

- Keep the mentee aware of his/her progress
- Be committed to serve as a resource to the mentee
- Encourage your mentee to explore new areas and ideas
- Follow-up on commitments made to the mentee
- Contact the mentee if you are unable to attend scheduled meetings
- Contact program staff if there is a concern with the mentor relationship

Mentee:

- Discuss your needs and expectations with your mentor
- Think about what you want out of the program prior to each meeting
- Negotiate ideas and activities with your mentor
- Be committed to carrying out agreed-upon goals
- Be receptive to suggestions and feedback
- Keep mentor informed of progress
- Maintain professional demeanor
- Contact mentor if unable to attend scheduled meetings in a timely manner
- Contact program staff if there is a concern with the mentor relationship

Mentor and Mentee

- Respect confidences and trust each other
- Discover common ground and appreciate differences
- Be yourself and be flexible
- Be a good listener
- Be available- communicate regularly and meet once per month via phone, Skype, or in person

Suggested Schedule for Mentor/Mentees

Initial Meeting (can be in person or phone)	
After being paired:	<ul style="list-style-type: none"> • Discuss goals, expectations, objectives for the mentor/mentee relationship • Complete goals activity sheet • Establish a communication format and schedule for future meetings and communications
First Session	
Suggested conversations:	<ul style="list-style-type: none"> • Discuss the mentee's career interests and goals • Discuss and list the mentee's talents, skills and interests • Discuss the mentor's educational background and educational preparation in their field • Discuss mentor's job and work environment • What is your typical day on the job? • What percentage of each day do you spend in various work activities? • What is the title of the person to whom you report? • How free are you to do your work independently? • What types of problems are you likely to face during the day? • What are the most satisfying and the most frustrating parts of your work?
Suggested activities:	<ul style="list-style-type: none"> • Visit the UCF Career Center (together, if applicable) • Take MyPlan assessment (UCF Career Services; ucf.myplan.com) • Participate in a company tour or job shadow

	<ul style="list-style-type: none"> • Attend a professional organization or industry meeting together • Set up an information interview within mentor's company of manager/executive.
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Second Session

Suggested conversations:	<ul style="list-style-type: none"> • Discuss how the mentor's personal and professional life fit together such as: working hours, travel, job pressures, family-work life, job stress and pressures • Discuss how individual work values impact career choices • Discuss ways to find job opportunities • Discuss how to create a plan for mentee to get their dream job • Discuss and brainstorm what mentee needs to do to find a passion for their career
Suggested activities:	<ul style="list-style-type: none"> • Investigate career-related student clubs • Go out to lunch or dinner and discuss proper business etiquette • Search job postings on company websites, Handshake, Indeed.com, LinkedIn to see what type of jobs are open, location and requirements • Find a conference or professional event the student mentee could attend in the future • Discover a group or professional organization the student mentee could join

Third Session

Suggested conversations:	<ul style="list-style-type: none"> • Discuss how the mentor's personal and professional life fit together such as: working hours, travel, job pressures, family-work life, job stress and pressures • Discuss how individual work values impact career choices • Discuss ways to find job opportunities
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	<ul style="list-style-type: none">• Discuss how to create a plan for mentee to get their dream job• Discuss and brainstorm what mentee needs to do to find a passion for their career
Suggested activities:	<ul style="list-style-type: none">• Investigate career-related student clubs• Go out to lunch or dinner and discuss proper business etiquette• Search job postings on company websites, Handshake, Indeed.com, LinkedIn to see what type of jobs are open, location and requirements• Find a conference or professional event the student mentee could attend in the future• Discover a group or professional organization the student mentee could join