

CPP ASCE Alumni Mentorship Program

Guidelines for a Successful Mentoring Relationship

General Roles and Responsibilities

The roles and responsibilities for mentors and mentee will be unique to every relationship. The goals set between each mentor and mentee will serve as a guide for their relationship. The following are joint responsibilities and should be considered between mentorship pairs:

- Identify objectives of the relationship, desired outcome and goals of the mentoring relationship.
- Establish and measure progress of agreed upon objectives.
- Establish trust and confidentiality.
- Determination of communication techniques. Multiple and effective means of keeping in touch.
- Setting time aside to have an effective relationship outside of scheduled events.
- Use local ASCE section and branch activities as a forum for mentoring.
- Establish schedule, location and timeline to meet. Where or how will we meet? (Be flexible)
 - In person meetings are highly encouraged between scheduled events.

Role of CPP ASCE

- Administer the program and provide guidelines and facilitation
- Provide a professional environment that is safe, rewarding, and stimulating
- Provide Mentors with program expectations and goals
- Maintain confidentiality of Mentor and Mentee shared personal information
- Integrate a mentorship program that provides benefits to both Mentors and Mentees
- Establish, implement, monitor, and improve the performance of the mentoring procedures

Roles of Mentor

- Support and enable participants with time and resources
- Maintain confidentiality and open lines of communication
- Demonstrate commitment and make this effort a priority by making yourself available
- Assist Mentee in identifying and setting developmental goals with plans to achieve them
- Develop plan (including approach) and work with Mentee's goals and objectives
- Ask questions to develop critical thinking & self-discovery
- Discuss training & educational opportunities
- Explore career paths the Mentee can pursue
- Communicate your experiences and challenges and how they relate to Mentee's experiences
- Discuss educational opportunities and assist with professional networking opportunities
- Recommend developmental activities and additional resources
- Listen carefully and be prepared to provide constructive honest and objective feedback
- Provide a professional environment that is safe and beneficial to Mentee
- Be willing to give feedback about the effectiveness of the mentoring relationship
- Set milestones of Mentee's progress and note the progress

Roles of Mentee

- Set goals and objectives for what you want out of the mentorship program
- Share your interests and experiences
- List your personal, professional and career development goals
- Demonstrate your commitment and set as a priority
- Be accountable for what you get out of the program
- Assess your development needs and goals
- Demonstrate an interest in your career growth
- Develop a strategy for one long-range career goal that you have
- Identify and explore various opportunities with Civil Engineering
- Develop a Mentoring plan with your Mentor including time, frequency, duration, and place
- Develop a trusting relationship with your Mentor
- Maintain confidentiality and open lines of communication
- Listen actively and carefully
- Be flexible and open minded about new approaches and methods
- Track & communicate progress during the program
- Learn from the experience, knowledge, and wisdom of the Mentor
- Show appreciation to your Mentor
- Prepare prior to each meeting with your Mentor
- Be willing to give feedback about the effectiveness of the mentoring relationship
- Ask questions and that are strategic for your own growth
- Receive feedback as an opportunity to see yourself from another perspective
- Keep commitments and follow through on any action plans recommended by your Mentor

Program Events (Planned and Suggested)

Mentorship Kick Off Event - Saturday, February 2nd, 2019 (Spring Semester Week 2)

This event is designed to be a meet and greet which encourages the pairing of compatible mentors and mentees. This will provide an opportunity for mentors and mentees to get know each other and start building the framework for their relationship. This event serves as a forum to set expectations for the program, provide the necessary tools to start a successful mentor relationship and to answer any questions about the program.

Professional Development Workshop - Friday, February 15th, 2019 (Spring Semester Week 4)

These workshops are focused on resume review and mock interviews. This is a great opportunity to fix resumes or improve interview skills for your professional career. This is a great opportunity to network with professionals and get your name out there. Additionally, it will allow time for mentors and mentees to review their goals for the year.

Mentor/Mentee Individual Meeting #1 - Career Planning and Life Goals

- Discuss both of your career and educational backgrounds
- Discuss your goals and objectives for the mentorship program
- Discuss short term (1 to 3-yr) and long term (3 to 10-yr) goals and plans to achieve them
- Discuss skills necessary to achieve these goals
- Discuss the challenges in achieving work/life balance

Students vs. Faculty/Alumni Soccer and Social - Saturday, March 2nd, 2019 (Spring Semester Week 6)

Annual Soccer Tournament event between students, faculty, and alumni on the Cal Poly Pomona Campus. Family-friendly soccer game for the whole family to come out and watch. Social and student networking event following the game at Brew Works. This event allows mentor and mentee pairs to further strengthen their relationship and check in with one another.

Mentor/Mentee Individual Meeting #2 - Career Networking and Leadership

- Discuss the importance of leadership as it relates to success in engineering
- Discuss what traits make a good leader
- How can you improve your leadership skills
- Discuss building your professional network

Annual Donald G. Wells Alumni Golf Tournament - Friday, April 26th, 2019 (Spring Semester Week 13)

This is a networking opportunity students, alumni, faculty, and professionals to help build relationships that will be valuable in students future careers. The tournament benefits CPP Civil Engineering Department's student-run organizations. Following the tournament, we will have a short reception, with food and drinks, announce the winners of the tournament, and award the Donald G. Wells Scholarship.

Program Closing Social Event - Date TBD (Tentative Spring Semester Week 14)

This event concludes the program year and provides an opportunity to show appreciation to those who have participated. This event will be social and will include an opportunity to provide feedback for improving future program years as new mentor and mentee relationships are paired and developed.