LSA Mentorship Program
Mentee Guidelines



This Mentorship Program has been designed to help mentors develop and enhance their leadership abilities, in addition to sharing their expertise, skills, and resources with other students. This program is aimed to help incoming first-year business students at the University of Guelph transition into academic and social surroundings of being in a post-secondary environment.

Confidentiality and Commitment

Mentorship is an internal program run by the CBESA. Mentors and Mentees are approved by the Director of Student Relations & Academics before the initial commencement of the program. Mentors and Mentees are expected to meet bi-weekly and/or monthly and are expected to remain in the program for the duration of 4 months (one semester), but can be extended to a full-year commitment.

Some mentorship partners may demand confidentiality on the entire relationship, or on content discussed during meetings. It is important that you and your mentee clarify the limits and terms of confidentiality of your relationship.

A ‘report card’ will be sent out to you and your Mentor to evaluate your satisfaction with each other, and on the Mentorship Program. It is encouraged that you are honest with your Mentor from the beginning, and reach out to the Director of Student Relations & Academics if you’re not satisfied with the experience.

This guide has been created to help you maximize the benefits of this program. Any questions or concerns can be directed to the Director of Student Relations & Academics at lsaacad@uoguelph.ca.

Mentee’s Role

This program was created for mentees to gain valuable skills and experience from mentors who are volunteering their time and are willing to share their perspectives and approaches to help you develop your academic and professional career. Your mentor will provide you with information, advice, and personal knowledge – but use this information to your discretion.

Things to keep in mind:

* You should be prepared to be open and honest about yourself – be sure to voice your concerns about school, and your social and/or professional choices
* Be ready to accept new challenges, and share them with your mentor – as a mentee you need to recognize that this is a learning process that involves taking risks in order to make progress
* Actively taking responsibility for your own learning is important – you need to recognize your own development see learning as a continuous process
* Remember that your mentor cannot meet all of your needs, but they will try to help you as much as they can

Getting Started

Building a relationship with your mentor is the first priority in the mentoring process. Your ability to create and maintain the relationship will be a significant part of the success of your mentor-mentee relationship. You and your mentor should set the tone early on in your relationship – remember to respect each other’s individuality and expertise.

You should establish ground rules with your mentor including **time commitment** and **location.** It is up to you two to decide how often you will meet. It is recommended to meet bi-weekly during at least the first month of mentoring; you can then decide from there how often you want to meet.

Meetings

During your first meeting:

* Come prepared to share **three** developmental goals you wish to achieve from this program
	+ These goals can pertain to academics, professional progression and/or social skills
* Discuss any other expectations you may have about the program with your mentor including time and location for each meeting
* Get to know your mentor – share your personal history, and other personal goals. Finding common interests will help in developing your relationship.

Ongoing Process

* It is helpful to have an agenda for each meeting throughout the remainder of the program. You two can go over your developmental goals and see how you are progressing
* Your relationship will change over time; be aware that many mentees and mentors notice that discussion topics widen and deepen over time.
* It is important to remember that sometimes things can go wrong. Remaining honest and having open discussions during the program will help alleviate some difficulties.
* Keep the relationship under review; the Director of Student Relations & Academics will check-in during each semester to ensure that the relationship remains helpful and beneficial for both the mentor and mentee.

Concluding the Process

The end may happen when YOU are confident and able to move on and no longer feel the need to be in regular contact. The conclusion of the program does not mean the end of your relationship; you may agree to meet socially or less frequently. Or you may agree to simply end the relationship.

At the end of each semester you will receive an **online feedback form** that you are required to fill out. Your feedback will remain confidential and will be used to improve the program.

Top 10 Tips for Mentees

1. *Accept challenges willingly*
2. *Be honest with your mentor*
3. *Maintain a positive view of yourself*
4. *Be active in your own development*
5. *Trust your mentor*
6. *Be willing to discuss issues openly*
7. *Take a few risks in order to progress*
8. *Learn from examples and mistakes*
9. *Talk about the end of your relationship when the time comes*
10. *Learn from each other*

Apply to be a Mentee

Are you ready to be a mentee? Do you have these attributes?

* Desire to be challenged
* Ready to learn through discussion
* Can learn from past mistakes
* Ready to take risks
* Looking to receive support, feedback and advice
* Want to become more self-aware and develop greater self-confidence

**Apply to be a mentee today! Applications on our website www.langsa.club**