Wittenberg Business Student-Alumni Mentoring Program: Mentee Guidelines

GOAL
The goal of the Business Student-Alumni Mentoring program is to connect students and alumni together in order to sharpen your educational and professional experience. Student Mentees should find their undergraduate experience enhanced by the practical knowledge and professional experience of their Alumni Mentors. Both participants will be richly rewarded as they expand their professional network.

STUDENT MENTEE GUIDELINES
1. To become a Student Mentee, you must first attend a Mentoring Meeting. After attending the meeting, you will receive a link to submit an electronic application. The application will be archived and used to match Alumni Mentors with Student Mentees. Participation is determined on a first come first serve basis and relationships are established for at least one year.

2. After you submit your application, you will be notified about your application status. If approved, we will have another meeting to give you your Alumni Mentor’s contact information and to get your ready to make your first contact. After this meeting, please contact your Alumni Mentor as soon as possible to introduce yourself and schedule a meeting. Both parties are encouraged to respond to communication within 72 hours. However, Student Mentees are expected to make first contact with the Alumni Mentor. At your first meeting, you need to complete a mentoring agreement form and hand it in to Meredith Level to keep on file.

3. Establish a plan for a monthly (minimum) consultation with your Alumni Mentor. If at all possible, try to schedule a yearly face-to-face meeting either on an Alumni Mentor’s visit back to campus or at the Alumni Mentor’s office, etc. Please understand, however, that this may not always be possible. In some cases, the primary means of communication between students and mentors may be by telephone, Skype, or e-mail. Make sure to ask the Alumni Mentor for his/her preference of e-mail, Skype, in person (if applicable), or over the phone.

4. Keep in mind that it is the quality of the relationship, not the quantity that determines its success. Listening is just as important as talking. Please respect the Alumni Mentor’s time and availability. Both parties are asked to provide advance notification should a meeting need to be cancelled. Try to develop specific goal expectations and stick to them.

5. Your role is to be proactive in eliciting as much knowledge and understanding of how to succeed in your professional endeavors from the Alumni Mentor. To facilitate this, each month, we will suggest a topic for discussion such as current issues in the profession, the job market, the Alumni Mentor’s approaches to ethical and professional dilemmas, career goals, career tracks, management issues, and quality of life in the profession. Most importantly, be open to feedback and advice.

6. Internships and future job placements are not discouraged; however, this is not meant to serve as a recruitment or job placement program. After building a relationship, you may ask for a letter of recommendation if you have spent an ample amount of time with your Alumni Mentor.

7. If at any time you feel uncomfortable or experience any problems, please communicate with Meredith Level (levelm@wittenberg.edu) in a timely manner.

8. Conversations between Student Mentees and Alumni Mentors are confidential.
Student Mentee Application

Name

Address

Class Year

Phone

Email

Major(s)/Minor(s)

Business Career Industry Interest

Post Graduation Plans

Essay:
Please explain (250-500 words) how you expect to benefit from having an Alumni Mentor.

Preferred meeting type (phone, email, video conferencing, face-to-face)

Ability to travel outside of Springfield (if so, how far?)

(Please submit this form to Meredith Level no later than noon on Wednesday, November 26, 2014)