Wittenberg Business Student-Alumni Mentoring Program: Mentor Guidelines

GOAL
The goal of the Business Student-Alumni Mentoring Program is to connect students and alumni together in order to sharpen the educational and professional experience of Wittenberg students. The Alumni Mentor should find that the program helps to enhance leadership and coaching skills while keeping them connected to Wittenberg today and into the future. Both participants will be richly rewarded as they expand their professional network.

ALUMNI MENTORING GUIDELINES
1. To become an Alumni Mentor, submit an electronic application. Applications will be used to match Alumni Mentors with Student Mentees. Participation is determined by student body requests each year and therefore, not guaranteed. Relationships are established for at least one year.

2. After submitting your application, you will be notified about your application status. If approved, we will notify you of your Student Mentee's name and pass your contact information along to your Student Mentee. Your Student Mentee will then contact you and schedule a first meeting. Both parties are encouraged to respond to communication within 72 hours.

3. Establish a plan for a monthly (minimum) consultation with your Student Mentee. If at all possible, try to schedule a yearly face-to-face meeting either on a visit back to campus or have the Student Mentee visit you. We encourage you to invite your Student Mentee to spend the day with you at work or to attend a work or professional meeting, lectures or any special career-related event. In some cases, the primary means of communication between Student Mentees and Alumni Mentors may be by telephone, skype or e-mail.

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. Student Mentees are instructed to respect your 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 provide the Student Mentee with an authentic view of a profession and offer advice on career aspirations. Each month we will suggest a topic for discussion such as current issues in the profession, the job market, the Alumni Mentor's approach to ethical and professional dilemmas, career goals, career tracks, management issues, and quality of life in the profession.

6. Internships and future job placements are not discouraged; however, this is not meant to serve as a recruitment or job placement program. You may be asked for a letter of recommendation if you've spent an ample amount of time with your Student Mentee.

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 students and mentors are confidential.