Fall 2019 Mason MINDS Mentorship Program – Being a Successful Mentee

Mentorship Program
The mission of the Mentorship Program is to facilitate industry connections between mentor and mentee to build a community based on open communication, shared experiences and the strengthening of students’ understanding, skills and expectations as they enter professional environments to advance their career opportunities.

Role of the Mentee
The mentee is a School of Business student seeking knowledge from the mentor that could pertain to a particular career field or academic goals, professionalism in the workplace or professional development. Mentees are seeking self-directed learning and shared knowledge that furthers their goals or perspectives. Before applying to receive a mentor it is important that the mentee self-reflects on their need for one, readiness, and their professional interests and objectives.

Recommended Guidelines for Mentees

Attend Scheduled Meetings
The mentee is encouraged to schedule the meetings with their mentor, which are to be held in person, over the phone, or Skype. Agree on a time to meet and be on time. Bring your notes/tentative agenda, questions and positive attitude to the meeting. Be flexible with your time and understand the mentor is a working professional with their own work schedule. * If you need to reschedule, contact your mentor ahead of time. Refer to your mentor/mentee contract for your agreed upon process for rescheduling. *

Prepare Goals
Communicate with your mentor at the first meeting what goals you hope to achieve and how you may be able to accomplish them. To ensure goals are successfully planned, it is recommended to review S.M.A.R.T. goals (Specific, Measurable, Action-oriented, Realistic, and Timely)

Listen & Act
Take notes and listen to the advice and guidance your mentor suggests. Discuss with your mentor how you prefer to receive feedback (direct, examples, light humor). Mentors do not solve personal problems or find a job for you. Act on the received advice that can help further your professional development. Discuss early and often what expectations and support you wish to have with your mentor. Be clear with your objectives.

Always Act with Courtesy & Respect
Your meeting time is meant to be productive. Avoid discussing personal issues, over sharing or peaking poorly of professors or coworkers. Be respectful of their time. If the duration of the meeting is one hour, keep to schedule. Avoid phone/laptop usage during meetings.

What to do after a Mentor Meeting
Journal/Review Notes: Jot down pertinent information from your meeting and your action items.
Reassess: Always consider your progress towards your goals or how goals can be adjusted.
Follow-up and Thank: Always thank the mentor for their time and advice after each meeting.

To Apply:
Submit completed application, current resume and 150-word statement about why you want to participate in the Mason MINDS Mentorship Program to:
Kelly Cancelliere, Enterprise Hall 042 or kcancel1@gmu.edu by Tuesday, November 26th, 2019 by 2pm.