

TCNJ Engineering Alumni Mentoring Program Student Guide

The TCNJ School of Engineering Alumni Mentoring Program is a great opportunity for you to gain perspective from someone who has more experience than you. Your mentor will be able to provide career guidance; facilitate the transition from school to work or graduate/professional school; and potentially provide advice on navigating the later years of study at TCNJ. If your relationship grows beyond this course (and we hope it does), your mentor can provide more in depth advice as he or she serves as a role model; offering insight and perspective on careers and how you may navigate the professional world as you deal with professional relationships or other topics of interest to you [1].

General guidelines:

- Remember that the alumni mentors are volunteering their time for you. ***Always be professional in your interactions with them, and be sure to respect their time that they devote to you.*** Specifically, be sure to:
 - show interest and respect in the mentoring relationship
 - return phone calls and email messages
 - attend all scheduled meetings (in person or telephone) or calling in advance to reschedule
 - notify your mentor of any changes in contact information
 - verbally end the relationship at the natural conclusion (if there is a natural conclusion)
 - avoid informal text messaging and unprofessional communication
- Use the requirements of this course to begin a relationship with your mentor, but feel free to further your relationship beyond ENG 093 if it makes sense to do so.
- You are responsible for beginning the dialogue with your mentor. To begin, you should email your mentor and ask if they are going to attend the networking event. If they are, then you can have further conversation at the event. If they cannot, then you need to request a telephone meeting to begin discussions.
- As you communicate with your mentor, you should not assume that they know the course requirements that you need to meet. Explain what you need from them with the proper context.
- After the due dates, your mentor will confirm with us that the interview and resume review took place and that you shared the one page summary of the mentor's career.
- After you complete the requirements of the course, we strongly suggest that you follow up with your mentor in subsequent semesters to update them on your progress.

Course requirements – you need to complete the mentor requirements prior to Friday, April 5, 2013.

Participation in all program events is required. You will need to submit proof of attendance/completion to program events as follows:

1. **Brief Orientation Meeting** – you need to attend **one** of two **½ hour** orientation meetings on either **Thursday, January 24, 2013 OR Friday, January 25, 2013 beginning at 11:40am in AR 154**. The briefings are identical – two times are offered to help fit everyone’s schedule.
2. **Initial Contact:** After your mentor is assigned, contact your mentor to see if they are able to attend the networking event.
3. **Mentoring networking event attendance – Wednesday, February 27, 2013 7:00pm in the Mayo Concert Hall.** You must sign in at the beginning of the event on the School of Engineering Mentoring Program sign-in sheet. The sign-in sheet will be available at a check in table where you will also pick up your nametag.
 - If your mentor is present, then be sure to approach them and introduce yourself. We will make it easy for mentors and students to find each other. If you mentor is not present, interact with other mentors that evening. Learning to network is a critical life skill.
 - Dress will be business casual – be neat and professional, but no need for a suit.
 - There will be heavy hors d’oeuvres available for the event.
4. **Interview of Mentor** – Submit a completed School of Engineering Mentoring Program Mentor Interview Form.

If your mentor is able to attend the networking event, this will be a great time to begin to “interview” them about their career. Since it is a networking event, it is suggested that you **not** take extensive notes at the event, as this may get in the way of natural conversation. We suggest that immediately after the event you record the information that you gained regarding your mentor’s career. Then follow up with them to fill in any gaps or to add to your knowledge. If your mentor permits phone calls, we suggest you schedule a Skype or phone call with them to finish the interview (or begin the interview if your mentor could not attend the networking event). You should **not** use email to conduct the interview – email correspondence is fine to set up the phone call. However, having a mentor answer a set of questions via email takes more time for the mentor, and frankly they are doing too much of your work.

Upload the completed interview form to the appropriate **SOCS DROP BOX** and **share a copy with your mentor.**

5. **Resume Review** – Submit a completed School of Engineering Mentoring Program Resume Review Form.

Soon after introducing yourself to your mentor and sharing some of your career goals, you should ask them to review your resume and provide constructive criticism. This correspondence can be accomplished completely by email as asynchronous communication is most convenient for the mentor. You should establish a convenient timeframe for the review by politely requesting the review to be completed two weeks from the time of the request (requesting shorter timeframes is not appropriate – so plan ahead).

Upload the completed resume review form to the appropriate **SOCS DROP BOX** (feel free to also share the new version with your mentor, but it is not required).

[1] Guidance on Mentoring Benefits, Responsibilities, and Roles of Mentors and Mentees, National Academy of Engineering, available online at <http://www.nae.edu/File.aspx?id=14491>