**University of Puget Sound**

**Business Leadership Program**

**Mentor Program Guidelines – 2017-2018**

**For BLP Juniors - Class of 2019**

The main objective of BLP Mentorship Program is to connect students with a business professional/leader who can inspire and guide them. The mentorship relationship can be customized to meet the particular needs of the student, but in general, the program aims to provide a role model for students to learn from an experienced professional who will advise them on career development and organizational issues.

**What do BLP Mentors Do?**

BLP mentors help students in many ways:

* Mentors give advice and constructive feedback on students' career development as well as informal instruction (on organizational politics or technical issues, for example).
* Mentors provide introductions to contacts inside their own organizations as well as outside contacts, thus helping students build a professional network.
* Mentors provide opportunities for students to enhance their professional skills.

**What are the benefits of a mentoring program?**

Mentors gain tremendous satisfaction from contributing to the development of outstanding young people. They also meet potential employees and evaluate their capabilities in an informal relationship. There are opportunities to meet other mentors and enhance one's professional network. Lastly, many mentors appreciate the occasion to indirectly "pay forward" for help and mentoring received earlier in their career.

Students gain invaluable first-hand insights from professionals who share their time and experiences with them. Students are exposed to role models from whom they can learn appropriate professional behaviors. Students have an opportunity to develop a close professional relationship with an executive in a local business, nonprofit corporation, or government agency, as well as start building a professional network.

**Goals sought by BLP students through participation in the mentor program**

The following mentoring objectives are most often mentioned by students:

* To gain real business world exposure, connections, and insights regarding real-life business situations, concerns, and issues
* To learn about their mentor's job, business, or industry
* To acquire information on business functions (marketing, accounting, etc.)
* To obtain career advice
* To apply and supplement textbook and classroom concepts
* To develop business, social, and political skills
* To make contacts within the business community that will be potentially useful in selecting internships or possible employment

**Mentoring Program Expectations**

In coordination with their mentors, students will develop a Mentoring Plan (a template is included in Appendix A) at the start of the fall semester detailing their learning goals and the tasks or activities they plan to accomplish during the academic year. Appendix B provides a list of activities that students and mentors should focus on during the junior year. And, of course, mentors and students can engage in other activities of their choosing.

**What Mentors Can Reasonably Expect from Students**Mentors can expect BLP students to:

* Meet with the mentor as often as schedules permit (in person or through phone, e-mail, Skype, etc.). The minimum amount of contact to keep the relationship productive is once a month during the academic year. Students must meet their mentor at least twice face to face each semester, but can meet more often if desired.
* Be considerate of the mentor's time. This includes: returning phone calls or e-mail messages promptly; attending and being on time for meetings; attending meetings with an agenda and completed tasks as agreed upon).
* Suggest topics to be discussed at mentor meetings.
* Follow through on commitments made to the mentor.
* Make suggestions for companies they would like to visit.
* Work out any minor concerns about the relationship.

**What Students Can Reasonably Expect From Mentors**At the same time, it is reasonable for the student to expect the mentor to:

* Meet with their mentee(s) as often as schedules permit (in person or through phone, e-mail, Skype, etc.). The minimum amount of contact to keep the relationship productive is once a month during the academic year. Mentors must meet their mentee(s) at least twice face to face each semester, but can meet more often if desired.
* Review student’s career-related materials (e.g., resume, LinkedIn profile, cover letters, etc.).
* Provide sound advice on business and career-related concerns.
* Assist with relevant class projects assigned in their cohort classes.
* Follow through on commitments made to the student.
* Provide honest and constructive feedback when requested.
* Help resolve any minor conflicts that may arise.

**What the program expects of both mentors and students**

* Meet face to face at least twice each semester.
* Maintain consistent communication at least once a month during the academic year.
* Alert the BLP Director immediately if it appears that conflicts or problems are jeopardizing a successful relationship (e.g., missed meetings, non-responsive behavior by student or mentor; ethical concerns, etc.).

**What mentors and students should expect from the BLP Director:**

* Be available to them in person, or by phone (253.879.3390) or e-mail (nwiese@pugetsound.edu).
* Be a sounding board on the mentoring program and mentor-student relationships.
* Help resolve problems or conflicts.
* Reassign students and mentors as necessary.

**Appendix A**

**Mentoring Plan - 2017-18**

**Juniors – Class of 2019**

Discuss with your mentor(s) your goals for the academic year and the specific activities or tasks on which you will focus in order to achieve these goals. At the end of the fall and spring semesters you will be required to submit a 300-400 word Mentor Program Assessment that summarizes your goals and accomplishments for each semester (instructions and drop box are posted on the BUS 301 Moodle site). You can use the list of activities included in the Mentor Program Guidelines for 2016-17 for your cohort as a starting point for setting your goals for the year (this document is posted on the BLP website under Mentor Program; refer to Appendix B).

(Note: This plan is for exclusive use of mentors and students, and does not need to be submitted to the BLP director. However, as mentioned above, each student is required to submit a written Mentor Program Assessment at the end of each semester).

**Goals for the Academic Year:**

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**Tasks / Activities (including timeline)**:

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**Appendix B**

**BUSINESS LEADERSHIP PROGRAM – MENTORING ACTIVITIES (2017-2018)**

**Juniors - Class of 2019**

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| --- | --- | --- | --- |
|  | **Career Development** |  | **Leadership Development** |
|  |  |  |  |
| **Fall** | * Ask mentor to review resume and LinkedIn profile
* Discuss summer internship opportunities
* Leverage mentor’s network to set up two informational interviews
* If studying abroad, stay connected with mentor: Share experiences and discuss how to extract value from them
* Seek advice on “personal brand development” for the short and medium term

 “ | **Fall** | * Engage mentor in discussions about organizational topics (e.g., fit between personal goals and organizational culture, ethics, diversity in the workplace, etc.)
* Attend a professional or networking event with mentor (or recommended by mentor)
* Seek suggestions on relevant books/articles on management/leadership or related to specific career interests
* Class project or activity linked to cohort class or BLP seminar course. (*This fall the cohort class is BUS 315, Principles of Financial Management with Prof. Alva Butcher. They are also enrolled in BUS 301-BLP Seminar.*)
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| **Spring** | * Start discussion on job search action plan for senior year (or graduate school, etc.)
* Leverage mentor’s network to set up two informational interviews
* If studying abroad, stay connected with mentor: Share experiences and discuss how to extract value from them
* If completing internship during the summer, discuss how to maximize skill development opportunities, network, etc.
 | **Spring** | * Engage mentor in discussions about organizational topics (e.g., communication in the workplace, professional behavior/ etiquette, etc.)
* Attend a professional or networking event with mentor (or recommended by mentor)
* Seek suggestions on relevant books/articles on management/leadership or related to specific career interests
* Set up shadowing opportunity
* Class project or activity linked to cohort class or BLP seminar course. *(BLP juniors are not scheduled to take a cohort class in spring. They will, however, be in BUS 301-BLP Seminar.)*
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