



# **MENTOR HANDBOOK**

# 2015 PROGRAM DESCRIPTION & TIMELINE

The Innis College Mentorship Program is a first-of-its-kind opportunity at Innis College, in which upper-year student Mentees are matched in one-to-one pairings with Mentors from the Innis Alumni & Friends Community.

Each pair has been carefully brought together by a committee representing the Offices of Advancement, the Registrar, and Student Life, here at Innis College. This collaborative matching process focussed on compatibility between Mentees' career interests and Mentors' career experiences.

Once participants are suitably matched, the Mentors and Mentees set the agenda and expectations moving forward. The Mentorship Committee remains available in a supporting role as the Mentorship relationship progresses.

By the end of the program, it is the hope that Mentees have been able to explore career paths, set goals and have learned tips to better network, promote and advance themselves after graduation. Who better to aid in this important transition than those who have worn the same shoes before? This is also a community building opportunity for Innis College, by creating a new and meaningful means of engagement for our valued alumni and friends, like you!

## TIMELINE

- **October 10 - December 16 | Mentor Registration**
- **January 12 – 15 | Mentee Applicant Interviews**
- **January 20 | Matching Meeting**
- **January 29 | Mentee Orientation**
- **January 29 | Mentorship Launch Reception**
- **March 1 | Mid-Point Check-In**
- **April 24 | Program Closing**
- **April 24 – May 8 | Program Feedback**
  
- **Summer 2015 | Recruitment for 2015-16 Mentorship Program Begins**
- **October 2015 | 2015-16 Mentorship Program Launches**

# BEING A MENTOR: QUESTIONS, ANSWERS AND ETIQUETTE

As the pilot cycle of our Mentorship Program unfolds, and as valuable feedback is generated from all participants, we will be expanding our *Mentorship Handbook*. This document will be published online, at <http://alumni.innis.utoronto.ca/mentorship-handbook>. Thanks in advance for helping foster growth in our collective understanding of what mentorship means at Innis College!

Below is a list of strategies, tips and explanations of etiquette to help start you off.

## MENTORSHIP Q & A

*What should we talk about?*

- Get to know each other
  - What do you like most about your work
  - What do you do in your free time
  - Do you have a mentor?
  - What's your favourite book, film, etc.
  - How do you define success
  - How did you choose your career
- Create an agenda, communicate goals
- Career paths
- Academic paths
- Studying abroad
- How to network
- Co-Curricular Involvement
- Industry/Professional standards
- How to promote oneself
- How to manage work/life balance
- Professional Development and Associations

*What are qualities of good mentees and mentors?*

- Genuine enthusiasm and commitment to the program
- Good communication skills
- Ability to reflect on experiences
- Reliability and responsiveness
- Ethical behaviour
- Patience and positivity
- Discretion
- Invest in time and experience
- Good telephone/in person/email etiquette

*What are mentors expected to do?*

- Meet/interact regularly (approximately 4 times) with mentees
- Provide feedback, goal setting, advice
- Speak to their own academic and career journeys

*What are mentors NOT expected to do?*

- Tutor around specific academic subjects
- Provide internships or job opportunities
- Provide references and/or networking opportunities (not prohibited but not expected)

## CONTACT US

Please know that the members of the Mentorship Committee are here to support you, with discretion, throughout your mentorship experience. While we have been quite thoughtful and rigorous in our matching process, an unanticipated issue between a Mentor and Mentee may arise. If you find yourself in such a position, we encourage you to contact any member of the Committee without delay. We would much rather circumvent an issue from happening in the first place, than for your mentorship relationship to be compromised altogether.

### Innis Mentorship Committee Members

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