



COLLEGE OF BUSINESS MENTORING PROGRAM

Student Success Center | Bank of America Building, Room 106
1200 N. DuPont Highway, Dover DE 19901 | 302.857.6954

What is the College of Business Mentoring Program at DSU?

The **College of Business Mentoring Program** is an initiative facilitated by the College of Business Student Success Center.

The purpose of the COB Mentoring Program is to provide opportunities for students to connect with business professionals who can offer one-on-one advisement on career paths, goals and expectations based upon real-world experience and insights.

Who is eligible to participate in the program?

As a Mentor:

Any business professional may be *invited* to join the COB Mentoring Program as a Mentor in the capacity of career and business-skills consultant. The Mentor candidate should be gainfully employed (or happily retired) with three or more years of work experience preferably in managerial or higher positions. Individuals may volunteer through the College of Business Student Success Center.

As a Mentee:

Any junior or senior student with a minimum GPA of 2.5 who is in good standing with the University, has a declared major and is recommended by a chair, dean or director of the Student Success Center may apply for assignment to a Career Mentor through the Student Success Center, Bank of America Building, Room 106.

Additional requirements for Mentors and Mentees:

Mentors and Mentees must:

- ***Possess and maintain active email accounts.***
- ***Be willing to commit 2 hours per month for the academic year.***
- ***Work collaboratively toward advancing job preparedness.***
- ***Be accessible by email, telephone, Skype, FaceTime or face-to-face public meeting places.***
- ***Agree and adhere to “Rules of Engagement” as set forth by the University and enforced by the Student Success Center.***
- ***Agree to participate in evaluation processes during and after the mentoring period.***

What are the Mentor's role and responsibilities?

- Provide one-on-one assistance in helping your Mentee to develop or hone skills necessary to compete successfully for jobs in his/her field.
- Offer guidance in developing realistic career goals and expectations.
- Establish a rapport that will encourage open dialogue and trust.
- Boost your Mentee's confidence through encouragement and healthy feedback
- Serve as a role model and voice of professionalism.
- Work closely with the director of the Student Success Center to identify ways to improve the program experience for future Mentors.

What are the Mentee's role and responsibilities?

- Enthusiastically communicate with your Mentor on a regular basis; two hours monthly during the academic year.
- Be aware of career goals and be able to express them to your Mentor.
- Be respectful of your Mentor's time and keep "appointments."
- Apply advice and/ or suggestions given by your Mentor.
- Work closely with the director of the Student Success Center to identify ways to improve the program experience for future Mentees.

What will Mentor and Mentee get from participating in the COB Mentoring Program?

- Practical knowledge and insight that will better equip ambitious students for today's job market and help alumni to understand today's job seeker.
- Potential friendships that bridge generational, educational and social gaps.
- Lasting connections and fulfilling relationships.

Welcome to the College of Business Mentoring Program: Next steps for getting involved

1. Complete and sign the attached form and return to the Student Success Center at lcrawford@desu.edu or fax to 302.857.6950.
2. Receive approved form back from the Student Success Center.
3. Get assigned to a Mentor/Mentee for a period of eight weeks.
4. Provide a brief biographical sketch (to be shared).
5. Mentee will make the first contact by email with the Mentor.
6. Mutually establish times to communicate.
7. Get to know one another.



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MENTOR/MENTEE PARTICIPATION AGREEMENT

I _____ hereby agree to enter into a mentoring relationship for the purpose of professional development and enrichment. I want this experience to be rewarding and fulfilling for myself and my career mentor/student mentee; therefore, I will maintain an open mind and be receptive to thoughts, ideas, suggestions and feedback during exchanges with my mentor/mentee.

I agree to participate in the program for a minimum of eight weeks. I will honor any appointments to meet with my mentor/mentee as established by us at the beginning of the program.

I am a willing participant in the College of Business Mentoring Program and my conduct and behavior should be above reproach at all times. All contact with my mentor/mentee will take place electronically, via email, chat, Skype, Face Time, telephone or at a public meeting place, i.e. library.

All discussions will remain confidential, unless either party deems it necessary to share information with the appropriate program personnel. In the instance of safety issues, threat of physical harm to program participants or others, the mentor or mentee must break confidentiality to seek protection for the endangered parties.

Termination: If it becomes necessary to terminate the match, the director of the Student Success Center must be contacted immediately. If either party terminates prior to the eight-week period, they should be willing to explain the reason for the termination.

My signature on this document indicates that I have read and agree to the conditions set forth and will, in good faith, be compliant.

Mentee _____ Classification _____
(Print Name)
Signature _____ Date _____
Major _____ Graduation Date _____

Mentor _____ Class Year _____
(Print Name)
Signature _____ Date _____
Job Title _____ Email _____

(PROGRAM DIRECTOR(S) ONLY) APPROVED: _____ DATE: _____

College of Business Mentoring Program Rules of Engagement

The sole purpose of the College of Business Mentoring Program is to promote and support job readiness among DSU students by helping them to clarify personal and professional goals; therefore:

- *Mentors and Mentees will maintain the highest levels of professionalism and business decorum while engaged in the program.*
- *Mentors and Mentees may only engage in face-to-face exchanges at agreed upon public locations, i.e. library.*
- *Mentees will not ask for financial assistance from Mentors, nor will they seek assistance finding or securing employment.*
- *Mentors will not offer financial assistance to Mentees, nor will they offer to find or secure employment for students. If Mentors are aware of positions within their or other organizations, they may inform the Office of Career Services.*
- *At no time and under no circumstances will Mentors or Mentees entertain one another in their places of residence or business while participating in the College of Business Mentoring Program.*
- *Mentors and Mentees will agree upon the days and times communications/meetings will take place and will honor their commitments.*
- *Mentors and Mentees will inform the Student Success Center immediately should any one of the rules of engagement be compromised or broken.*
- *Mentors and Mentees will make themselves available to assessment interviews during and after the program.*
- *Mentors and Mentees have the option to withdraw from the program at any given time and must give written notification to the Student Success Center.*