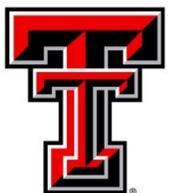




**Department of  
Chemical Engineering**

# **Mentoring Program**

**Alumni Mentor  
Guidebook  
Spring 2018**



# Alumni Mentor Guidebook

Thank you for your interest in serving as a Mentor for the Department of Chemical Engineering at Texas Tech University. Our goal for the mentoring program is to further enrich our students' experience and improve their success both in school and after graduation through meaningful professional relationships. Mentors teach our students about professionalism, provide knowledgeable advice on careers, and inspire students to define and achieve their goals. At the same time, mentors have the opportunity to reconnect with the department and contribute to the chemical engineering community by sharing their experiences and knowledge with future colleagues.

"We make a living by what we get, we make a life by what we give." *Winston Churchill*

"If I have seen further it is by standing on the shoulders of giants." *Isaac Newton*

## Mission

Our mission is to foster meaningful professional relationships between our current chemical engineering students and our alumni, to prepare students for their future careers, and to foster responsibility and excellence in the next generation of Red Raider chemical engineers.

## Program Overview

The Chemical Engineering mentoring program is envisioned to include one-on-one alumni mentoring, one-on-one peer mentoring, and seminars, webinars, and panel discussions. The heart of the program, being launched as a pilot program in spring 2018, is one-on-one mentoring of our engineering students by successful alumni. We expect that the mentoring relationship will provide the opportunity for students to better understand chemical engineering careers, to prepare them to navigate the job market, and to help them define and achieve their professional aspirations. In addition, and perhaps more importantly, we expect this relationship to help retain students by helping them understand how they could fit into the chemical engineering community, and we expect mentoring to help transform students into responsible and engaged engineers. This is a wonderful opportunity to become involved and to give back to the college community.

## Alumni Mentor Responsibilities

As an alumni mentor, you are a valuable resource to your mentee and can inspire and facilitate career and personal achievements. The transitions students face in each of these areas are enriched by your experience, wisdom, and guidance. The responsibilities and expectations of an alumni mentor include the following:

- Select a mentee among two or three applicants sent from the department.
- Initiate the mentoring relationship by reaching out to the mentee within two weeks of the mentee assignment.
- Commit to meet at least one hour per month via phone, video conferencing, email or in person for the academic year/semester.
- Provide feedback on your mentee's goals and aspirations.

- Share your own experiences, knowledge, and wisdom concerning the attributes that lead to a successful career.
- Be engaged and accessible.
- Keep the content of discussions within the mentoring relationship confidential; all your exchanges with your mentee are subject to the expectations of professional confidentiality.
- If appropriate and feasible, invite your mentee to "shadow" you at your place of employment in order to give the mentee a sense of the professional setting; please note that there are no expectations to offer an internship or job to your mentee.
- Protect the confidentiality of contact information.
- Provide feedback to the Department of Chemical Engineering concerning the mentoring experience.

### **Mentee Responsibilities**

Once a student has been assigned a mentor, they will review their responsibilities as outlined below in the Mentee Guidebook:

- Commit to meeting with your mentor for at least one hour per month via phone, video conferencing, email, or in person for the academic year/semester, and commit to preparing adequately beforehand.
- Be punctual and keep mentor informed of potential scheduling conflicts.
- Recognize that the mentorship is a professional relationship.
- Exchange ideas and experiences with mentor in a collegial manner and develop measurable goals for the academic year/semester; be open to constructive feedback from your mentor.
- Keep the content of discussions within the mentoring relationship confidential; all your exchanges with your mentor—both personal and professional—are subject to the expectations of professional confidentiality.
- Be up front, and let your mentor know what your goals are and what you hope to take away from the program.
- Commit to the mentoring relationship for at least one academic year/semester.
- Protect the confidentiality of contact information.
- Provide feedback to the Department of Chemical Engineering concerning the mentoring experience.

### **How to Get Started**

Mary Harris, Department Manager/Marketing/Engagement, will facilitate the first introduction via email, but it will be the MENTOR's responsibility to initiate the conversation. The first meeting should be planned by phone, in-person or Skype. Allow at least an hour to get to know one another, during this time set expectations and goals for the relationship. We highly recommend that at the end of each meeting you plan when you will meet next.

### **Topics for First Meeting**

Mentor programs are generally structured to be driven by the mentee. However, your mentee may need some guidance during the first meeting. You will not be able to cover all of these topics, but some suggestions for the first meeting are below:

- Share your "story" with your mentee, and learn their story.
- Explain to them why you decided to go into your current professional field.
- Tell them what your college experience was like, focusing on items that benefited you in getting a job or in your early career, such as participation in student organizations, co-ops or internships, or coursework that was especially helpful after graduation.
- Discuss your work history.
- Discuss experiences that you may have had with mentoring. What do you feel worked well and what did not? What do you each hope to get out of the experience? Do you have a mentor who played a large part of your professional growth? Are you still in contact with this mentor?
- Take time to review the mentor/mentee agreement. Discuss expectations of how you will meet and how often. Agree to be respectful of each other's time and respond promptly to emails or other correspondence. Remember to establish accountability to do what you say you are going to do.
- Discuss and set goals for the relationship. Ask your mentee what you can help them with throughout the mentorship. What does the mentee want to accomplish? What do you want to accomplish? Ensure to write these down on your agreement so you may both review them frequently and assess progress.
- Lastly, plan the next meeting time and day.
- Have your mentee decide on a discussion topic for the next meeting and suggest that they create an agenda which can be sent to you prior to your next meeting. This will help keep your mentee engaged and active in the relationship. Possible topics and activities:
  - Review your mentee's resume, cover letter, and interview skills providing honest feedback and suggestions.
  - Discuss how to develop "soft skills" and activities and/or professional organizations that will help your mentee become more marketable.
  - Discuss academics and balancing the high demands placed on today's college student.
  - Discuss a five year plan and career options; at times it can be difficult for students to see beyond their first job.
  - Discuss a typical work-day, projects and developments in your company.

### **Program Support**

We want both mentees and mentors to have the best mentoring experience possible. Please do not hesitate to contact the director at any time if you have questions or concerns. We will keep in regular contact with you to see how things are going and to gather any feedback or suggestions you may have. We encourage the mentoring relationship to last for the academic year (September through May) or one semester if the pairing is made in the spring. However, we are also aware at times personalities or schedules may not be compatible or other issues may arise that result in termination of the relationship; in these special cases, please contact the director.

Mary R. Harris  
 Department Manager/Marketing/Engagement  
 Department of Chemical Engineering  
 806-834-7268 (direct)  
 Mary.R.Harris@ttu.edu