

College of Science and Engineering

Mentorship Program Mentor Manual



Program Purpose and Background

The College of Science and Engineering (CSE) Mentorship Program is designed to provide undergraduate and graduate students with the opportunity to meet with and learn from successful professionals and leaders in various STEM industries. This program enhances the academic and professional development of our students by offering guidance from seasoned individuals in the Puget Sound area.

Our mentors come from a wide range of fields, including technology, engineering, biotechnology, medical and environmental science. They represent leading corporations, innovative startups, academia and non-profit organizations, providing a diverse and rewarding experience.

Mentor Program Objectives & Benefits

Objectives:

- Improve academic performance and confidence of mentees through personalized support and guidance.
- Facilitate professional development and networking opportunities for mentees.
- Foster a sense of community and belonging among students in STEM fields.
- Develop leadership and mentoring skills in alumni.
- Benefits:
- For many students having a mentor is a life-changing experience. Here are some of the advantages students receive from mentorship:

Benefits For Mentors:

- Opportunity to give back to Seattle University and support diversity in STEM.
- Development of leadership and communication skills
- Expansion of your own professional network
- Potential for personal growth and satisfaction from helping others.
- Renewed connection with your field of study and academic community
- Benefits For Mentees:
- Personalized academic support and study strategies
- Increased confidence and sense of belonging in their chosen field
- Access to professional networks and potential internship opportunities
- Guidance on navigating college life and career planning
- Role models who have recently succeeded in similar academic paths





Details

- Program spans October to June
- Mentors have 1-3 student mentees
- Mentoring sessions/meetings held November to May
- Sessions scheduled every quarter (mandatory 1 per quarter with additional meetings optional)
- Sessions run about 1 – 2 hours each

Mentor Kick Off Event

The College of Science and Engineering Mentor program will kick off this year with a Mentorship Fair. This event starts out with a reception for students and mentors. Mentors will meet students in an informal, conversational basis. Students conduct informal interviews with the potential mentors, meeting as many mentors as possible.

At the end of the event, all students complete the "Mentor Selection Form" identifying several potential mentors with whom they would be interested in working. We will then assign students to mentors based on their preferences and connect you after the event with your mentees.

Helpful Tips for a Successful Experience

- If you have more than one mentee, identify one responsible student who will coordinate the meeting. Encourage your students to designate their group liaison prior to their first meeting with you.
- At the first meeting, clarify the expectations of each participant.
- At the first meeting, ask why the students selected you as a mentor—the mentor was usually chosen for a reason.
- If possible, hold the first meeting in person at a café near campus or in a conference room on campus.
- Try to hold one meeting at your work space. Take a tour and introduce students to different disciplines within the company.
- Ask the students for a sample of their writing and offer an objective critique. This could be as simple as a professional email sent to you.
- Review students' resumes and ask another professional in your company to also review.
- Set the next meeting date at the conclusion of each session.
- Hold your mentees accountable and don't be afraid to give them constructive criticism.



Helpful Tips for a Successful Experience



- If there are multiple students assigned to you, identify a student to be the Group Coordinator who will coordinate the first meeting with the you and the other students. We recommend that each student takes a turn being the Group Coordinator to plan one or two meetings.
- At the first meeting, clarify the expectations, needs, and objectives of each participant and the group as a whole.
- The most successful mentor groups are those where students take initiative. Students are responsible for initiating contact with the you and letting you know what they want to discuss.
- Confirm the next meeting date at the conclusion of each session (or 2-3 months in advance).
- Try to have formal closure at the end of the year either through a note or activity.
- If you have any issues with the Mentor Program, please communicate with the CSE program coordinator.

Activity / Discussion Ideas

Activities

- Set goals for the program and revisit them often.
- Meetings in person to form more of a connection with the group.
- Company/organization tours.
- Discussions about resumes, cover letters, and LinkedIn profiles.
Mock interviews
- Discussions with or presentations from people in your mentor's network.
Select a technical paper or article to discuss at meetings.
- Share individual professional profiles (work history, education, career goals, personal interests, etc.).
- Attend a networking event with the mentor's company or a professional association (e.g., **IEEE, ACM, ASCE, AIChE, or SWE**).
- Attend a CSE Speaker Series event or other university event.

Topics

- Industry trends and current events in a specific field (e.g., **AI ethics, biotechnology advancements, cybersecurity threats, or renewable energy policy**).
- Overview of various department functions and roles within the mentor's company (**R&D, quality assurance, project management, or systems architecture**).
- Case studies or real-life scenarios from your mentor's or your own work experiences (**troubleshooting a technical problem, managing a project, or developing a new product**).
- Business ethics in a technical context (**data privacy, intellectual property, or**



environmental impact).

- Strategies for career progression in a technical field. •
- Job searching strategies for STEM graduates.
- Job offer negotiations.
- Work/life balance in a demanding field.
- Academic advice, including reflecting on your program goals and experiences.

Pitfalls and Challenges

Our goal is for your mentoring experience to be a positive, constructive one. To ensure a positive outcome for all parties, it's important to be aware of common pitfalls and challenges that sometimes occur in a mentoring relationship. Should you find yourself in one of these situations, please feel free to reach out to the CSE program coordinator for assistance.

1. Unrealistic Expectations

- a. Your role is to be a guide and sounding board for your mentees. You are there to help students navigate the professional world and build skills. The students must be the driver of their own professional development.
- b. Your role is not to find students a job.

2. Feeling Inferior

- a. You may sense that the students are intimidated by you, which can be detrimental to the relationship. Remind your students that you want to be part of this relationship and that you want to help students map out a successful career path. Don't let your or your mentees' nervousness get in the way of creating a long-term professional relationship.

3. Poor Communication

- a. Proactive communication is an essential skill. If you are late or have to cancel a meeting, it is essential that you provide your mentor with as much notice as possible.
- b. "Ghosting" is not an acceptable way to handle miscommunication or conflict in the professional world. If you find you are no longer able to participate in the program or are struggling, please reach out to the program coordinator.

4. Scheduling Conflicts

- a. It is important that you prioritize your meetings with your mentor.
 - b. If you are in a mentee group, do not hold up a meeting if not all participants are free. Be respectful of each other's time.
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Dear Mentor,

Thank you for your commitment to our mentoring program and for dedicating your time and expertise to support our students. Your role is invaluable in shaping the future of these promising individuals in Seattle University's College of Science and Engineering.

As you embark on this rewarding journey, remember that your experiences as a student and as a professional make you uniquely qualified to guide and inspire. Your insights, empathy, and support can make a significant difference in your mentees' academic and personal growth.

While this manual provides guidelines and suggestions, the heart of mentoring lies in the genuine connections you'll forge. Trust your instincts, be authentic, and don't hesitate to share your own stories of challenges and triumphs. Should you need any assistance or have questions along the way, our faculty and staff are here to support you. Together, we're building a stronger STEM community and paving the way for the next generation of engineers, scientists and mathematicians.

Your dedication is deeply appreciated. We wish you a fulfilling mentoring experience and look forward to hearing about the positive impact you'll undoubtedly make.

Best regards,

Rachael Brown
Project Center Director

