

Planning for the mentorship experience

Program details

The Connect Concordia mentorship program (CCMP) **blends mentorship and externship¹ activities** over the course of at least ten hours during an academic term. The program allows undergraduate students to dive into the professional life of their mentor, experience a real-life work environment, and participate in different personal and professional development activities all while receiving advice and guidance.

This is foremost a formative experience for the student, and so they will benefit from mentor support and feedback. The experience will help them discover and overcome their personal barriers to success and develop transferable skills all while learning about your role and career path.

Program Requirements

- ✓ Mentees must complete at least 10 hours of mentorship related activities.
- ✓ Mentors must advise the [program coordinator](#) once 10 hours of mentorship have been completed.
- ✓ Mentors and mentees will decide how to allocate their time together (see [Suggested activities document](#)).
- ✓ The program coordinator will touch base with participants about 7 weeks after the e-introductions and again after 12 weeks.
- ✓ Supporting information is available on the EL website for [mentees](#) and for [mentors](#).

Mentoring expectations

When entering a mentorship experience, discussing expectations can define the purpose of the engagement and clarify the trajectory for each participant. Below are some examples of what mentors and mentees are often expected to do.

Shared mentor and mentee expectations
Always maintain confidentiality between one another.
Keep any commitments that are made.
Meet regularly and make arrangements if plans change.
When you meet, give each other your full and undivided attention.
Plan to be open to trying new things.
Build trust with one another by being open and honest.
Provide and be open to feedback. When providing feedback, be honest, yet tactful.

¹ An externship is a short-term professional learning experience focused on learning about a career by observing a professional in their workplace or by learning about graduate studies and research. Rather than completing job tasks, externs may shadow professionals, observe day-to-day activities, attend conferences and meetings, participate in group learning, and more, to gain a broader picture of how an organisation operates and the different roles that staff members play.

Accept that this is a temporary professional relationship for a fixed time.

Common expectations for mentors	Common expectations for mentees
Be a sounding board for issues relating to academic and career goals and development.	Take initiative to drive the experience and be responsible for your own development and planning.
Provide suggestions, thoughts, ideas, and advice on goals, activities, and progress.	Ask for suggestions and advice regularly. When advice is given, apply at least some of their ideas, and let the mentor know the results.

Specific tips for Mentees

These practical strategies can help mentees build a relationship with the mentors:

- You own your development. It's up to you to identify objectives and move the experience along.
- Be prepared to ask for specific advice on your skill sets, ideas, plans, and goals.
- If you feel uncomfortable after receiving constructive feedback, take some time to reflect on what you heard and discuss it during your next meeting.

Important Note for Mentors

- Mentors are not responsible for advising students on personal problems or providing support around mental health concerns. If you're worried about a mentee's behaviour or mental state, please contact us immediately at campus.exl@concordia.ca.
- In case of emergency, please contact Concordia University campus security to make a request for a health check on a student who is in crisis at 514-848-3717 (then Dial 1).

First meeting checklists

The program coordinator has made the e-introductions and an initial meeting date, time and location have been set. The tables below offer suggestions that both the mentee and mentor can draw from to prepare for and guide the first meeting.

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	Review your schedule and determine optimal times for meeting.
	Draft some goals, informational interview questions (mentee) or activities (mentor) to review together. See Suggested activities document .
	Pull together relevant information about yourself that you would like to share (CV, work history, co- extra-curricular involvement and more).

Suggested topics to cover in your introductory meeting	
	Introduce yourselves; include personal and professional experiences, career paths and plans.
	Agree on how you would like to communicate and the frequency of sessions you can commit to.
	Advise of any known upcoming periods of absence.
	Discuss how you like to give and receive feedback.

	Discuss what you both would like to get out of the experience and set goals.
	Agree on action items to be completed before the next session.
	Define your expectations together with the help of a worksheet (Defining mentorship expectations document).