Engineering Leadership Program Mentee Guide

Mentee Expectations:

- Interact (phone, email, Skype, in person) with your mentor at least twice a semester. You and your mentor share 100% responsibility for making sure these interactions occur; however, you should take the initiative on scheduling, confirming, and following through with each planned meeting.
- Regularly submit your portfolio work to your mentor for review, and make sure you have adequately met their expectations on these requirements.
- Make sure to complete all reflections for the leadership portfolio pertaining to your mentor/mentee relationship. Make sure to follow up with your mentor to get their feedback narratives.

Portfolio elements requiring mentor input/feedback:

- Leadership Experience: feedback on the plan, changes/progress, final report
- Mentorship Engagement: reflection summary of semester interactions
- Capstone Synthesis Report

ELP Mentor Do’s and Don’ts:

- Mentors will advise students based on personal conversations with the mentee and information provided through the leadership portfolio. As a mentee, you are not required to provide your mentor with your academic records.
- ELP mentors have volunteered and accepted the responsibility of being a mentor. They are aware of the expectations we have for them as a mentor. If you are having difficulty contacting your mentor or are not receiving the required documents needed for your portfolio, please contact the ELP Program Director, JoAnn Zelasko, immediately.
- Do not ask your mentor to intervene in any academic issue (e.g., waive a course requirement, change a grade, excuse an absence) or to place you in an internship or job. If they want to help with job or internship placement, they are welcome to offer/provide that assistance, but they are not required to do so by their participation as a mentor.