Engineering Leadership Program Mentor Guide

Mentorship Experience:
Each student in ELP will be matched with a mentor (you). Students will engage with their mentors at least twice a semester via face-to-face meetings, video-conference, and/or phone calls. The primary role of the mentor is to engage the student in dialog by tapping into your own leadership experiences. Mentors will also help students with the identification and planning of their leadership experience and selection of leadership electives. The mentor is not responsible for finding a leadership experience for his/her mentee. Additionally, mentors may play a role in offering career advice to their mentee.

What do we discuss?

- These students are in the beginning stages of their leadership development. Offer advice and tools to help them assess their strengths and suggest how to seek out opportunities to grow in areas that need improvement. This will help them select leadership electives, seminars to attend, and other opportunities.
- Students are eager to hear about “real world” work experiences. Please take “real life” examples from your own career, and talk about problems/fails, as well as successes.
- Many of these students are looking for overall advice on how to shape their “life after college.” Help them assess their next steps.

Mentor Expectations:

- Interact (phone, email, Skype, in person) with the student at least twice a semester. You and your student share 100% responsibility for making sure these interactions occur.
- Keep track of new information about the Engineering Leadership Program by reading the emails you will be getting from the ELP Program Director, JoAnn Zelasko. There will likely be links to important information about updates to the program or upcoming due dates, particularly for graduating students. You will also get snapshots of things other mentors are doing with their students.
- Regularly review the student’s leadership portfolio and participate in the decision as to whether or not the portfolio satisfies the requirements for the Engineering Leadership Certificate. This is a very important element of the mentorship. Please read the portfolio requirements at the end of this document.

Portfolio elements requiring mentor input or feedback:

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

Time commitment will be about 6-8 hours a semester per student, including the time reviewing the student’s leadership portfolio.

ELP Mentor Do’s and Don’ts:

- Mentors will advise students based on personal conversations with the student and information provided through their leadership portfolio. Access to a student’s personal academic record is not available unless provided by the student voluntarily.
- ELP is a program that requires a good amount of student initiative. If your student is not taking the initiative to interact with you or is not responsive to your attempt at interacting, or you just feel the match is not a good one, please contact the ELP Program Director, JoAnn Zelasko.
- If a student asks you to intervene in an academic issue (ex., waive a course requirement, change a grade, excuse an absence), please contact the ELP Program Director immediately.