MENTEE EXPECTATIONS AND GUIDELINES

As a Merge Mentee, you have the opportunity to connect with an industry professional and receive guidance, support, and feedback on your personal and professional development. You are encouraged to approach this opportunity with initiative, enthusiasm, and appreciation. A mentorship relationship must be built upon mutual trust and respect, so we recommend taking some time at the start of the program to get to know your mentor so both parties can get the most out of the meetings.

To effectively maintain the mentoring relationship, you are required to meet with your mentor at least once per month for at least one hour for the time commitment you select (one semester or full year). It is important to work with your mentor at the start of the program to establish a communication plan. You will be required to take notes during and/or after the meeting to recall topics of discussion later and build your Professional Development Plan. Your mentor is aware of the meeting length requirements and competencies, but it is your responsibility to actively engage in each meeting and come prepared with questions, topics of discussion, and personal experiences to ensure each interaction is intentional and impactful. You might find that meeting more than once per month is beneficial and feasible for both parties which is optional, yet encouraged! Additionally, both parties might decide to continue the mentoring relationship after the program has ended. There is absolutely no pressure to commit to this, and it is up to both individuals whether or not it continues.

Merge is centered around the eight NACE (National Association of Colleges and Employers) career readiness competencies: Communication, Teamwork, Leadership, Career Ownership, Technology, Cross-Cultural Fluency, Critical Thinking, and Professionalism. Career Readiness, as defined by NACE, is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. Through the mentoring relationship, you can learn the importance of the competencies while gaining insight into how they can be developed and applied within your
desired career industry. Before your meetings, we ask that you familiarize yourself with the competencies and identify relevant questions and stories. Allow your conversations to develop organically and refer to the provided content to help spark reflection and discussion. Depending on your time commitment (semester or full year), you may need to discuss multiple competencies per month with your mentor to stay on track. When setting up meetings, share with your mentee what competencies you would like to cover so both parties have time to reflect. To prepare for each Merge meeting, you can visit our website to find a definition, reflection questions, additional resources, and example discussion questions for each competency.

You will be required to create and submit a *Professional Development Plan (PDP)* as a culminating Merge project. A PDP is a living document that outlines your mission, vision, purpose, and goals. You can be as creative as you would like and include additional sections to document your progress including careers of interest, networking events, strengths, etc. For specific information on how to create it and what to include, visit the [website](#). In each Merge meeting, try to relate each competency you discuss back to the PDP and request guidance and feedback on the document as needed.

**APPROVED MERGE MEETING TYPES**

1. Video conferencing – Zoom (official Auburn University platform), Microsoft Teams, Google Hangouts, etc.
2. Phone call
   *Due to COVID-19, in-person meetings are not approved for the Merge 20-21 year.*

*We strongly encourage you to use Zoom for at least the first few meetings to establish a stronger relationship with your mentor. Emailing your mentor is approved throughout the program, but it does not count towards the required monthly meetings.*

Feel free to contact [Anna Claire Stinson](#) with any questions throughout the program.
AGREEMENT

Please read the following requirements for participation in the Merge Mentorship Program. If you agree to the terms, please complete and electronically sign the survey (aub.ie/menteesignup)

• The Merge Mentorship Program is intended to create positive and constructive dialogue between industry professionals and students for the purpose of mutual personal and professional development. Mentee agrees not to ask Mentor for a job, but rather engage in intentional conversations to cultivate awareness and demonstration of competencies.

• The mentorship will begin on the Merge start date and finish on the Merge closing date. There is no requirement or pressure to continue the mentorship, but the Mentor and Mentee can mutually agree to continue the mentorship beyond the closing date.

• The Mentor and Mentee will meet via one of the approved meeting types at least once per month for at least one hour, and the Mentee will take notes during and/or after each meeting to recall and reflect on previous discussion topics, complete surveys, and build a Professional Development Plan.

• The Mentee and Mentor will take initiative in creating a communication plan at the start of the program and commit to honoring that plan throughout the course of the program. The Mentee will accept all assistance, guidance, and support provided by the Mentor with respect and appreciation and ensure that all eight competencies are covered.

• FERPA regulations apply to all discussions between the Mentee and Mentor; therefore, all discussions will be kept confidential unless both parties agree otherwise.

• All meetings will be professional and appropriate in nature via approved Merge meeting types.

• The Mentor and Mentee will complete any and all surveys distributed to them.

• If either party chooses to end participation in the program, the program coordinator must be notified at least one week prior to the projected termination date.