MENTOR EXPECTATIONS AND GUIDELINES

As a Merge Mentor, you have the opportunity to connect with an Auburn University student and guide their personal and professional development. You are encouraged to draw from personal experiences and industry knowledge to share insight with your mentee, answer questions, and provide support. A mentorship relationship must be built upon mutual trust and respect, so you are encouraged to take some time at the start of the program to get to know your mentee so both parties can get the most out of the meetings.

To effectively maintain the mentoring relationship, you are required to meet with your mentee 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 mentee at the start of the program to establish a communication plan. Students will be required to take notes during and/or after the meeting to recall topics of discussion later and build their Professional Development Plan. While students are expected to take initiative and uphold their end of the agreement to meet, it is the mentor’s responsibility to ensure consistent and full-length meetings. 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, students can learn the importance of the competencies while gaining insight into how they can be developed and applied within their desired career industry. Before your meetings, we ask that you familiarize yourself with the
competencies and identify relevant advice, stories, and insights. Allow your conversations to develop organically and refer to the provided content to help spark discussion. Depending on your time commitment (semester or full year), you may need to discuss multiple competencies per month with your mentee to stay on track. When setting up meetings, discuss with your mentee what competencies they 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.

Your mentee 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 the student's mission, vision, purpose, and goals. They can be as creative as they would like and include additional sections including careers of interest, networking events, strengths, etc. Mentees have received specific information on how to create it and what to include. In each Merge meeting, try to relate each competency you discuss back to the PDP and offer guidance and feedback on the document as needed.

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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 (free of cost) for at least the first few meetings to establish a stronger relationship with your mentee. Emailing your mentee 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/mentorsignup)

- 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.