MERGE MENTEE GUIDE

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 professionalism. Please review the items below before signing up:

Program Requirements

- Meet with your Mentor at least once a month for at least one hour throughout the semester.
- Take initiative in communicating with your mentor.
- Work with your Mentor at the start of the program to establish a plan by completing the [checklist](#).
- Prepare for each meeting by reviewing the [website](#) and notifying your Mentor of which topics you would like to discuss.

Preparing for Meetings

- The monthly discussion topics are based on the eight NACE (National Association of Colleges and Employers) [career readiness competencies](#):
  - Communication,
  - Teamwork,
  - Leadership,
  - Career and Self-Management,
  - Technology,
  - Equity and Inclusion,
  - Critical Thinking,
  - Professionalism.

  These are key skills that employers are seeking in new hires, so we encourage you to discuss how to assess, develop, and articulate these competencies with your mentor.

- To enhance your discussions you can visit the [current mentees page](#) to find a definition, reflection questions, suggested activities, additional resources, and example discussion questions for each competency. We
ask that you familiarize yourself with the competencies before each meeting and identify relevant questions and experiences.

- We recommend that you discuss at least two competencies per month with your mentor to stay on track. When setting up meetings, share with your mentor what competencies you would like to cover so both parties have time to prepare.
- Allow your conversations to develop organically and feel free to discuss any other professional development or industry topics you are interested in.

**Approved Merge Meeting Types**
1. Video conferencing – Zoom, Microsoft Teams, Google Hangouts, etc.
2. Phone call
3. In-person at professional locations (on campus, mentor’s office building, coffee shop, etc.).

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 at annaclairestinson@auburn.edu 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 connect industry professionals and students to discuss personal and professional development. The Mentee agrees not to ask Mentor for a job during the course of the program.
- The mentorship will begin when the program coordinator introduces the Mentee and Mentor via email and will finish at the end of that semester. There is no requirement or pressure to continue the mentorship at the end of Merge, but the Mentor and Mentee can mutually agree to continue the mentorship beyond the program.
- The Mentor and Mentee will meet via one of the approved meeting types at least once per month for at least one hour.
- The Mentee and Mentor will create a communication plan at the start of the program and commit to honoring that plan throughout 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 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.