# Department of IT and Computer Science
**Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Haripur, Pakistan**

## Assignment # 3

## Submitted to

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Professional Ethics

## Submitted By

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## Department of IT and Computer Science

# Statement:

Preventing misunderstandings between mentors and mentees and managing the changes in the mentoring commitments is a must and those ideas will lead to a healthy mentoring environment. Regardless of the case, there is a demand for comprehensive procedures and a set of ethical implications to ensure justice and professionalism.

# Explanation:

Mentoring relationships evolve on trust, respect, and common understanding that create an atmosphere of dignity and honesty. Nevertheless, turmoils and complications were encountered that necessary in a timely and appropriate manner to resolve them. Also, less predictable cases such as emergent conditions may render the normal mentoring relationships impossible, thus communication and flexibility become indispensable to cope effectively.

## Grievance Resolution Procedure:

### 1. Initial Discussion with Mentor:

- Push the mentee to have a transparent one on one conversation with their mentor in which they can talk about their problem.
- Encourage the parties to engage in a forthright discussion and display listening convenience.
- The strategy is to deal the problem at its root and not imply the relationship if that is possible.

### 2. Mediation or Facilitation:

- If the situation rather fails to be addressed immediately or found to be tough to sort out between the two interested parties, then invite a neutral third party for the review.
- The same relative could be a departmental advisor, HR representative or any other trusted faculty.
- The mediator creates a safe context for this engaging conversation, giving both of the parties a chance to state their case and talk about their shared concerns.

### 3. Formal Grievance Procedure:

- Discuss information and description of the formal complaint procedure, in case the mediation stage wouldn't be successful enough.

- Usually, this task entails the preparation and the submission of the written complaint to the particular department or the office of the said institution.
- The complaint, should, reflect the issues that are being contested, the supporting evidences and, the final outcome that are desired.

4. **Investigation and Resolution:**

- Consequently, upon the arrival of a formal grievance, the organization ought to embark on a comprehensive probe as well as take necessary measures to explore relevant details of the situation.
- This case beat should provide a forum for both the parties to present and respond to any allegations if possible.
- Ethical obligation while ethically addressing the concerns above the mentees achieved the goal of resolving the situation through a fair deal occurs. Moreover, the relationship within the department failed to be compromised.

## Managing Unexpected Changes in Mentoring Commitments
1. **Communication with the Mentee:**

- Let the mentee know immediately of any alteration in situations resulting in not being able to be available.
- This should include what it is the sound being made, at what distance it is heard, on this day versus that day, and how long it might last.

2. **Reevaluate and Prioritize:**

- Reconsider your current schedule and the amount of extra work that always seems to fill your time to the edges, in order to determine what time can be given to your mentoring.
- First of all, prioritize the tasks and responsibilities that you dedicate a considerable amount of energy and time to mentoring others, but also do not forget about your academic obligations.

3. **Adjust Expectations:**

- Be sincere at the given time; inquire your ward on the possibility of reducing the contacts with your mentee.
- Explore diverse ways of placing the student into the process of finding necessary assistance, e. g.  online modules, study guides, or introduction to other departmental mentors or resources.

4. **Seek Assistance if Needed:**

- Talk to your head supervisor or any of your colleagues if you find out that you are not able to get hold of your mentorship role even if you have made every effort.
- In consenting to this arrangement, they may possibly help you with some temporary support or even help until you get back to your mentorship.

## <u>Requirement:</u>

As mentoring in the detailed territory draws, mentor and mentee both must heed to the advices which come to them. Such standards establish an inviolable foundation on which constructive and mutually beneficial mentoring relationships are erected. Let's delve into the fundamental requirements that underpin effective mentoring practices:

1. **Clear Communication:**
   A mutual understanding of how people can communicate effectively is the base of any prosperous mentoring relationship. Both partners of the relationship shall express clearly, the net effect of engagement, which expects, concerns, and objectives should be the same.
   Clarity in communication leads to mutual agreement on roles and responsibilities of a mentor and a mentee as well as parameters of a mentoring relationship, leaving no space for uncertainties. This principle of openness leads to trust and the reduction of the opportunities of confusion and competition.

2. **Empathy and Understanding:**
   One of the fundamental aspects of being human is empathy, which is the ability to see and feel through another person's emotional state. In this capacity, the realm of mentoring is being dominated by the essence of empathy which is vital for mentors to let them understand the different issues, goals, and schemes of their proteges.

   The mentors will prove to be empathetic by listening to and genuinely understanding the issues faced by mentees, by listening and truly empathizing with their experiences, and by providing individualized support and guidance. This empathic method becomes an environment that is able to provide students with all kinds of resources crucial for revolutionary and growth.

3. **Mutual Respect and Trust:**

   Proper respect and trust are what a mentor and mentee are built around. Such collaboration means that the roles of each party must be respected including the limitations and autonomies of both.
   A mentor who wants to succeed must initially gain their mentee's trust only by showing virtue, honesty, and real concern for their growth. Likewise, learners should be respectful towards the experience being provided by their mentors, acknowledging the power and usefulness of the advice and comments given.

4. **Alignment of Expectations:**
   It is central to align from where the expectations of both mentors and mentees are to work jointly towards goals and objectives that are mutually agreed. This collineation will involve aspects like the type of mentoring sessions which are available for the mentees, the desired outcomes which we hope to achieve in this particular mentorship and the timelines which we hope to stay true.
   The mentor and mentee should exhibit oral sincerity to confirm the SMART goals that balance between the mentee in his aspiration of life and capacity of the mentee to extend empathy.

5. **Continuous Learning and Adaptation:**

   The mentoring voyage is marked by continuous learning, changes and transitions. It is essential that both mentor and mentee is open-minded, realizing that mentoring is a step-by-step process which can potentially turn into a transformed relationship over time.

   A mentor is committed to tracking the latest trends, ideals, and technologies in his/her area of expertise.  It ensures that the mentee had real-time advice and up-to-date information. In no way are less used than participants interested in participating.  Thus, mentees should engage in active seeking for feedback, self-reflection, try new things for the purpose of growth and development.

6. **Ethical Conduct and Professionalism:**

   The ethical conduct and professionalism are the agents of governance that not only regulate the conduct of mentors but also mentees within mentoring.
   Mentors must conform to ethical norms and standards, remain confidential by not compromising, avoid conflict of interests, and work to improve the mentees' respect and well-being. Similar to the master's role, the mentees must also exhibit impeccable behavior, being honest, respecting their mentors, and peers.

# Conclusion:

Addressing grievances and managing unexpected changes in mentoring commitments are essential aspects of maintaining a healthy mentoring atmosphere. By following clear procedures, communicating openly, and prioritizing the needs of mentees, mentors can uphold ethical standards and foster positive mentoring relationships within their departments. It is crucial to recognize the importance of flexibility, empathy, and collaboration in navigating the complexities of mentorship and ensuring the professional development and well-being of all individuals involved.