



***Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI)***

***Faculty of Engineering Sciences (FES)***

# ES Mentorship Program – Alumni Mentors’ Handbook

## What is the ES Mentorship Program?

We all know that the uncertainty of what lies next adds another dimension to the stress of final year of university. Some students may want to apply for graduate schools to pursue higher degrees. Others may want to apply for jobs. Yet others may be split between whether to pursue a higher degree or directly join the industry. Professional guidance at this stage will help them make this decision and greatly enhance their chances for successful applications, whether for graduate schools or for companies.

The main aim of ES Mentorship Program is to provide a platform that connects an ES Alumnus (mentor) with an ES final-year student (mentee) in order to guide and support them through their final year and help them transition into the real world.

## Who Will Be My Mentee?

Our goal will be to assign you a mentee whose aspirations best match your profile. Ideally, you will mentor the same student for the whole year. This is a voluntary non-binding relationship and you and your mentee can terminate this relationship at any time. We do however request a timely notice in case it is terminated from your side. If your mentee is unwilling to continue the relationship with you, please let us know so we can assign you another mentee and your mentee another mentor.

## How Often Do I Have to Communicate with My Mentee?

Together with your mentee, you can decide the mode of communication and set the schedule and pace of your sessions.

## What Will Be My Roles and Responsibilities?

Your primary role is to guide, advise and support your mentee during the final year. At different points in the relationship, you will take on some or all of the following roles.

**The Guidance Counselor:** This is one of your most important roles. Will you have a solution to all your mentees problems? Probably not. Will you be able to guide and provide them a different perspective? Yes. The best advice is not just what worked for you, but what you think can work for them.

Since it is their final year, your mentee will have to figure out their next move. Help your mentee realize what they would like to do after they graduate. If your mentee is inclined towards pursuing graduate studies, then discuss with them the possible degree options and universities. Guide them with regards to the standardized tests they would require, how to write effective cover letters and personal statements and offer to review them. If there is a specific country or university your mentee would like to target, connect them with people you know in that region. You can always reach out to us and we will help you find a GIKI Alumnus from that region or university.

If your mentee would like to get into industry, then discuss with them the most suited companies and countries based on their interests. They would need your guidance in preparing good CVs and giving interviews. Guide them on how to give good interviews. You can connect them with people in the relevant field who might better answer specific questions your mentee might have.

**The Advisor:** Being an ES Alumnus, you are in an ideal position to advise your mentee on what electives to consider during their final year. In addition, if possible, you can give advice regarding final year project.

**The Shaper:** Help your mentee realize their potentials and weaknesses. For example, if their career preferences require certain skills that they lack in, help them acquire those skills, be it writing, presenting or analytical skills. You can refer them to several online courses or prepare exercises yourself. Inspire confidence in them and constantly motivate them.

**The Friend:** Trust is integral towards this relationship. Be the person your mentee is comfortable in sharing their concerns about their final year. Try to talk to them about their experiences, share your own experiences from your time in GIKI and after. Invest in establishing trust in the first few sessions. Sometimes, just moral support from your side is all that they will need.

## What's in It for Me?

Being a mentor in itself has several rewards with the biggest being that you are going to help shape someone's future which will in turn have a direct impact on them and their families. In addition, you will gain skills that will help you in your practical life. For example, you will have to come up with strategies, define targets, tackle different problems, explore creativity, and much more.

Apart from enhancing your own skills and abilities, as an ES Mentor you will have the advantage to not only shape the student of ES, but also shape GIKI's ES program. You are the main driving

force of this program and hence are valuable to us. Given your knowledge about the problems and concerns of current ES students, you are in an ideal position to provide valuable feedback on how to improve the ES Program. This will be done through regular meetings with the ES Trainings Unit.

You will also be part of the ES Mentorship Community which will allow you to connect with other mentors. There you can share your mentoring experiences, brainstorm on common problems, and most importantly keep each other motivated!

We are grateful for your valuable support to the FES in the form of mentoring our students. If there is something more we can offer you in return, please let us know.

## Qualities of A Good Mentor

An effective and successful mentor-mentee relationship requires effort and commitment, from both side. A good mentor is: non-judgmental, able to provide constructive feedback, able to listen to your mentee's problems, willing to share skills and knowledge, takes a proactive approach, respectful of their mentee's opinions. While this may seem like a long list of qualities, we do hope that with time and experience you will become an effective mentor.

## What Do We Expect from ES Mentors?

Through your valuable commitment of time, you are directly impacting the life of your mentee and improving FES. We are very thankful and glad that you have chosen to be a part of this initiative. The most valuable thing we expect from our mentors is their time, commitment and motivation towards reforming the future of our youth. We will request all our mentors to fill out short online reports periodically. The purpose of these reports will be: to gather heuristics for the wider public to attract more people towards this program; to gather heuristics to continuously improve the ES Mentorship Program; to give you an opportunity to self-reflect on your mentoring strategy; and finally it will give you a chance to evaluate your mentee's progress.

## The Do's and The Dont's

With great power, comes great responsibility.

As your mentee looks to you for guidance and support, it is vital that your behavior as a mentor is reflective of an exemplary character that espouses the shared values of our institute and the community at large. Throughout the mentorship, you will face circumstances that are unique, and require you to exercise your best judgement. As a minimum, mandatory actions are outlined below to provide necessary safeguards to safety and health of the mentee:

- Respect the mentee's privacy by not divulging personal or sensitive information confided by the mentee in private. However, if there are concerns that you need to raise to someone, please approach the FES to collectively discuss how to address it.

- We do not discriminate between genders, religion, caste or creed. Therefore, our shared values and conversations should be reflective of this.
- Should the mentee approach you with a sensitive problem like medical or domestic issues, please reach out to the FES for advice on how to proceed. It might be that we discuss the matter with the GIKI Student Counsellor's office.
- You are not obliged to assist your mentee financially. However, if this is among their concerns, you may try your best to guide them towards relevant scholarship options, including but not limited to, GIKI Alumni Association Scholarships and GIKI Financial Assistance.

Remember, the list is not exhaustive, and when faced with circumstances that you require help with, please reach out to the FES. While each interaction is unique, it is always recommended to exercise best judgement based on the guiding question "How will my actions impact the safety or health of my mentee?"

## Feedback

The mentorship program and all its elements, including this handbook, are constantly evolving. We welcome your suggestions, questions, and ideas on how to improve it. For this, you can always approach the FES.

## What Now?

We will soon provide you with your mentee's email address. It would be best to send them an introductory email, discuss the mode of communication that works best and set up the first meeting.

In your first couple of sessions, you can share your experiences with them and listen to their experiences in order to build trust. Once a basic level of trust is established, try to understand what they expect from you and convey what you expect from them. The first few sessions will give you an idea of their baseline, their interests, and what they hope to do once they graduate. Use this information to guide them during the following sessions.

Since each mentor-mentee relationship will be different, we will not set any standard mentoring approach and trust your judgment on how to proceed best. FES and the ES Mentorship Community are here to help and guide you in fulfilling your role.

It's time to get into action and we wish you good luck, success and a wonderful experience!

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