

Mentorship Program

Mission of the Program

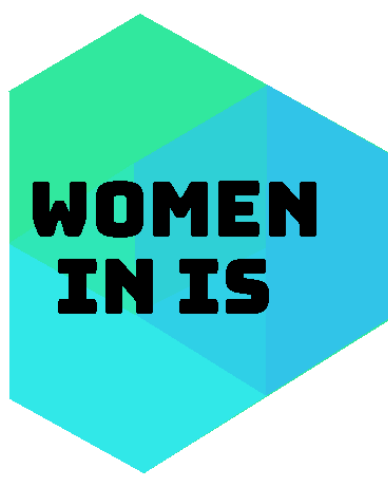
The Women in IS Peer Mentoring Program is designed to provide mentorship and foster connections for first-year women in the Undergraduate Information Systems Program to provide support and resources that will increase their success and engagement as they transition to the university community and as they develop personally, academically, and professionally.

Goal of the Program

The goal of the program is to empower women in the program to realize their full potential at Carnegie Mellon and beyond through facilitating mentorship relationships, providing opportunities for networking and leadership development, and contributing to their personal and professional growth.

Program Structure

Briefly after the IS advising team matches mentors with mentees, contact is initiated between matches. Communication is upheld at least bi-weekly via email, phone, Zoom or in person. Mentors and mentees attend at least one IS program or event each month, including social events, speakers, outings, etc. They also attend at least one university sponsored event each semester. Mentors and mentees are encouraged to stay in contact with the IS academic advisors as needed and will complete an assessment towards the end of the semester. The relationship between mentors and mentees lasts for a full academic year, after which a new cycle of mentorship begins, often leading mentees into a mentorship role.



Mentee Guidebook

What Makes Mentorship so Important

Mentorship is significant because it allows both mentors and mentees the opportunity to connect on a level deeper than typical networking does. Mentors play a vital role in the lives of the mentees they work with, allowing them to adjust to and engage with the Carnegie Mellon and Information Systems communities.

Mentees hold a significant place in the lives of the mentors they work with, providing a fresh perspective to their daily life and allowing them the opportunity to gain invaluable leadership competencies they will use far beyond IS and CMU. Overall, mentorship allows for growth and development from all parties and is an extremely valuable part of the Women in IS program.

What Makes a Good Mentee

Being a mentee is all about being curious. The more questions you have, topics you wish to know more about, and experiences you wish to gain; the more you can gain from your mentorship relationship. This is not to say you have to have everything figured out, simply entering the relationship with a stance of curiosity will allow you to learn and grow in your relationship with your mentor and in areas of professional competency that you are passionate about.

Mentee Responsibilities and Expectations

Responsibilities:

- Respond to initial outreach from your mentor
- Engage in conversations with your mentor about your needs professionally and personally
- Attend at least one IS program event each month (these include social events, speakers, outings, etc.)
- Attend at least one university sponsored event with your mentor each semester
- Stay in contact with the IS academic advisors as needed
- Complete an end-of-semester assessment

Tips for Mentees:

- Be respectful of your mentor's time and be empathetic to their needs
- There is no right way to be a mentee, everyone works differently so go with the flow and try not to put too much pressure on yourself
- Remember to set boundaries at the beginning of your relationship. Let your mentor know what you need and when a good time to communicate is
- It is okay to not know the answer; to questions about what you want to do with your career or to what your favorite color is
- It's okay to be casual, there are few guidelines in the program for a reason. Let the conversation flow and have some fun in your time with your mentor
- Remember to ask questions and listen to the response, be engaged with your mentor and pay attention to their conversation. Try and put other distractions away during the time you spend together, be with each other and be curious



Mentor Guidebook

What Makes Mentorship so Important

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What Makes a Good Mentor

Being a mentor is all about open. You are not going to have the answer to every question or know how to explain everything perfectly but being open and honest with your mentee about as much as you can will help you both in the long run. Your mentee likely looks to you as a resource and leader in their life and if you are open to that relationship then you and your mentee could soar to great heights in your personal and professional growth. Remember that mentors come forth with little judgement and lots of support.

Mentor Responsibilities and Expectations

Responsibilities:

- Initiate contact with mentee(s) within 10 days of being matched
- Maintain at least bi-weekly contact with mentee(s) (can be via email, phone, Zoom or in person)
- Attend at least one IS program event each month (these include social events, speakers, outings, etc.)
- Attend at least one university sponsored event with your mentee(s) each semester
- Stay in contact with the IS academic advisors as needed
- Complete an end-of-semester assessment

Tips for Mentors:

- Be respectful of your mentee's time and be empathetic to their needs
- There is no right way to be a mentor, everyone works differently so go with the flow and try not to put too much pressure on yourself
- Remember to set boundaries at the beginning of your relationship. Let your mentee know what you need and when a good time to communicate is
- It is okay to not know the answer; to questions about what you want to do with your career or to what your favorite color is
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Mentorship Task Chart

Things to Accomplish with your Mentor/Mentee	Date Accomplished
Initiate contact with mentees and respond to contact with mentors. Discuss initial thoughts and setup a meeting time to get to know each other.	
Get together on the phone, in person, or on Zoom and get to know each other. Discuss interests, academic achievements, and whatever comes along.	
Setup some professional goals you have for your mentorship relationship, set boundaries, and decide a meeting time that works for everyone.	
Attend the monthly Women in Information Systems or general Information Systems sponsored events together.	
Attend a Carnegie Mellon sponsored event together.	
Work on accomplishing your professional goals together. Have a meeting where you share updates, attend an event that promotes this growth, or do some research on ways that you can achieve your goals.	
Check in with the Information Systems advising team about how your mentorship relationship is going.	
Complete the end of the year assessment distributed by the Information Systems advising team.	