



Analytics Vidhya way of Mentorship

Purpose of the Document

Mentorship driven programs are one of the core offerings of Analytics Vidhya. We strive to set a global standard on how to conduct mentorship and add value to the journeys of our learners/ users / customers.

The purpose of this document is to outline our Philosophy and the process of doing the mentorship for our students. Every mentor is expected to go through this, internalise it and follow it in their mentorship sessions.

Process to do a mentorship session with Analytics Vidhya

Before the Session

- Make sure you are in a well lit area with light falling on your face as opposed to coming from the back of your head or directly above your head.
- Please use a silent /seperate room for the mentorship session (so there is no disturbance during the session).
- Check you have good network connectivity. Ideally LAN connected or a bandwidth of at least 10 Mbps should be available for the sessions
- It is essential to use the camera with the Virtual background / Blur your background to filter out any background disturbances.
- Make sure you Login to session a few minutes ahead of the session to ensure all the things are in place.
- Get to know the student you are going to be on session with (described in the next section)

Getting to know the student

- Kindly go through the student profile before going to the session.
- If the student has raised any questions before hand - please go through them before hand.



- Go through the notes of previous mentorship Sessions to have an idea about the previous discussions the student has had.
- Go through the recommended learning path before joining the session
- Look at the progress a student has made till now to get more context before the session.

During the session

- If this is the first mentorship session of the student - take time to understand about their journey and help to navigate to the learning roadmap.
- A few questions which can be of help are:
 - What are they currently doing?
 - How long have they been exploring Data Science? (or) How long have they been in Data Science Industry?
 - What tools and techniques do they already know? What do they want to learn?
 - Are they looking to upskill in their existing career roadmap or are they looking for transitions?
 - Based on the above, check if they have any short term or long term goals attached.
- Understand the progress student has made till now and any challenges they are facing. Ask how much time they have been able to spend towards learning.
- If a question is not clear to you, ask the student to repeat it. If there is still confusion - paraphrase it yourself and confirm you have understood it right - before answering the question.
- Actively listen (and not just hear) to the student. Look at their body language / confidence etc. to understand how they are feeling and what would be needed to put them at ease.

For Technical Mentorship Sessions

- If this is a technical session
 - First understand the challenge, student is solving
 - Discuss with student and identify the specific issue/ concern
 - If required, review the code or the approach taken by student to solve the challenge
 - Recommend the solution and if required if there is gap in knowledge ask student to re-learn the concept
 - You can provide relevant challenge to student to reinforce the learning



Before closing the session

- Recap the overall discussion for the student. What you discussed, recommended and what they should do next.
- Take a commitment from a student on how much time they can spend in the next 30 days and define a milestone according to it. Ask them to review it weekly at their end and in a month's time with you.
- Re-emphasise that the student can book mentorships or doubt clearing on demand and we as Analytics Vidhya are there to help them in this journey.

After the session

- Upload your notes about the discussion on the mentorship portal / feedback form
- Make sure that the notes are self-explanatory and would give you / next mentor in the next mentorship session all the context required to do an effective mentorship of the student.

Some Do's and Dont's to keep in mind

Do's

- Switch on your camera and encourage the Student to do the same.
- Share your learnings, anecdotes from your past journeys with the students. That would help students relate to you as human and establish deeper empathy.
- Emphasise the importance of daily progress and staying disciplined to achieve their desired outcome. One hour daily is far more effective than 8 hours over the weekend
- We encourage you to share and emphasise the importance of holistic learning. Suggest as many Analytics Vidhya resources at relevant places. Like Hackathons for doing additional projects or practice problem statements. Attending Meetups, DataHours for networking and blogs for specific topics etc.
- Wait for 10 minutes in case a student has not appeared, inform the session moderator about the same.
- Mentors should inform the AV team about their unavailability due to any circumstances at least 1 hour before the session.

Dont's

- Don't share your personal contact information (ex. Email or Phone Number).
- Students look at mentors as someone they want to be in future. **Do not** share your personal frustrations and challenges with students. It sets wrong examples and demotivates the students



- If there is any feedback you receive from the student, don't react to it. Say you are thankful to them for sharing their feedback. You will share this with the Analytics Vidhya Courses team.
- Do not confuse the learner by providing suggestions to do multiple things simultaneously. A learner should focus on one skill / course at a time ideally. Every incremental suggestion impedes their journey.
- Please keep in mind that you are representing Analytics Vidhya in front of the student. If you have any feedback on the program / courses, please share it with us directly. Never ever say anything in front of student which puts you or Analytics Vidhya in a bad light.
- Don't extend the session beyond 30- 40 minutes (just politely ask the student to book another meeting beyond the stipulated time.)

FAQs

- **Are assignments on BlackBelt program autograded or checked manually by experts?**
 - Assignments are checked by the internal SME's and feedback shared if it not upto the expected solution.
- **How you should assist on the course assignment?**
 - You should go through with the assignment first what they should solve and then guide in the right direction. You should not giving the solution of the assignment.
- **How frequently can people book these mentorships?**
 - Once per Week for BlackBelt+ Program
- **Student is asking me to teach "Linear Regression" in a mentorship session? What should I do?**
 - First check, whether the student has put in any effort on the topic and has watched the videos in the coursework.
 - If yes - ask him / her what specific problem are they facing. Try and solve that problem instead of teaching a complete topic.
 - Please keep in mind that these sessions are meant for mentorship and doubt solving and not for explicitly teaching.
- **My student is asking for an extension for the BlackBelt program, what should I do?**
 - Ask him to contact the Customer Success Support team, do not commit anything.
- **Student is working on a project at college or work**
 - You can suggest the technical approach they should follow. You should not get into troubleshooting or run through the entire work done.
- **Is session recording available to the student**
 - Yes, that can be shared on need basis by contacting the customer success team.