**Mentorship instruction**

**Mission**

Help students achieve their professional goals through mentorship programs.

**Mentorship participants**

AUCA students (all departments).

**Period of mentorship**

One period of mentorship is one month, in which specific goal should be achieved or at least a measurable progress towards the goal should be made. If mentor and mentee want to continue the program, they can extend mentorship for more periods.

**Number of meetings**

We expect that mentor in one period will spend roughly one hour per week with mentee, preferably in face-to-face meetings. But of course, it also can be done in digital environment, depending on specific conditions.

We think one week is a good frequency, because we highly value the time of mentors. On the other side, it is enough time for mentee to show some results.

**Roles and responsibilities**

**For mentor:**

Our mentors are graduate students, who have some experience outside the university walls. Their role is to help students in professional growth. Mentor is required to respect mentee’s believes and positions. We believe that fruitful mentorship program is achieved through mutual respect and understanding. Also we expects that mentor will help and assist, rather than make mentee do what she/he(mentor) thinks is right.

**For mentee:**

Our mentees are university students, who seek assistance in their professional career. We expect that mentees are students with high motivation to work hard and constantly grow. Mentee is required to take responsibility over her/his own professional growth and always be attentive to the mentor’s feedback. Mentee should also respect mentor’s time, and use it efficiently through planning. But of course, mentee shouldn’t be afraid to express her/his personal opinion or defend her/his position. Open discussions help to understand each other and see some new points.

**Mentorship rules**

**\***designed to help mentors

* To listen and understand each other
* Respect each other’s time
* Be prepared for each meeting
* Don’t forget about “ethics”

**Recommendation for mentors**

Mentorship programs are built on mentor’s own personal desire. Mentor has some expertise in her/his field, that’s why we leave building mentorship program to a mentor.

However, we have some recommendations, which can followed and in required case disregarded.

* Helping mentee to develop 5-year period goals
* Helping mentee to develop 1-year period goals
* Set one goal to be achieved at the end of the one-period (1 month) mentorship program
* Together with mentee develop some metrics to measure progression
* Develop list of required areas to work on (ex: List of required skills and capabilities in specific professional area and to work on them with mentee)

**Recommendation for mentees**

* Be punctual and notify mentor, if she/he has some changes in plans
* Be open to new ideas, feedbacks
* Show progression towards set goals