

Summer 2013

# Mentor@Intern

Alumni Student Mentorship Program

STUDENT ALUMNI RELATIONS CELL, IIT BOMBAY



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# Introduction

*“Mentoring is a brain to pick, an ear to listen and a push in the right direction”*

*- John C. Crosby*

*Alumni Student Mentorship Program (ASMP) was launched in January 2010 as an in-semester program to mend the link between students and alumni. With the aim of helping students who go on summer internships, Student Alumni Relations Cell (SARC) has launched the Mentor@Intern Program in April 2013. An effort will be made to connect the students going for summer internship in a city, to the alumni based in that city. The purpose of this initiative is to assist the students in getting settled with the alumnus acting as a mentor.*

*The Mentor@Intern initiative emphasizes on:*

- *Providing students a platform for one to one interaction with their esteemed alumni in the closest city*
- *Creating a valuable support system for students in the form of Alumni acting as mentors.*
- *Rendering students with career guidance.*
- *Tailoring them for their future endeavors.*
- *Catering to the betterment of alumni-student relationships by engaging them in fruitful conversations.*



# The First Conversation

*The purpose of this initiative is to assist the students in getting settled with the alumnus acting as a mentor. The purpose of the introductory conversation is that the mentor and his/her protégé get to know each other on personal and social basis. It helps in building the relationship and once the mentor is comfortable with mentee it also helps further. Typically, first conversation should be of 30 - 45 minutes. It can take place in person, on phone or possibly through e-mail.*

*These are some of the ideas for the initial conversation:*

- 1. How did you get into this career field?*
- 2. What did you do after graduating from IIT?*
- 3. What is the most challenging part of your job?*
- 4. Ask about interests such as sports, reading, professional and personal affiliations. (Try to find common interests).*
- 5. Share his/her memories of being a student at IIT.*



*Apart from career related discussion, mentee can have discussions on the following topics:*

- 1. Talk about what to expect in interview in this field.*
- 2. Discuss the reality of work hours and also how to remain healthy and manage stress while in work.*
- 3. What are some good places to visit in the city?*
- 4. How is the weather generally? And is there any particular thing that will be required during my stay?*
- 5. Don't worry too much about saying the right things, the mentor is enthusiastic to have a talk with you, so feel free to ask your mentor about any dilemma you face. For example, many students may face problems in finding suitable food outlets/eateries, do not hesitate to ask your mentor about this.*

## *Remember: -*

1. *Read the profile properly of your mentor before the first meet.*
2. *Carefully set your goals regarding what exactly you want from the mentorship program.*
3. *Don't delay the conversation. Once you have been allotted a mentor try to contact him.*
4. *If your mentor hasn't responded to your mail don't feel shy to call or mail him. He might have been busy at that moment.*
5. *If possible, try to make notes of the meeting.*

### Concluding the First Meet:

*Thank your mentor for devoting his/her time and ask for the second meeting if it's necessary. Your mentor has taken out time from his/her busy schedule for this voluntary work, so please do not forget to express your gratitude towards him*



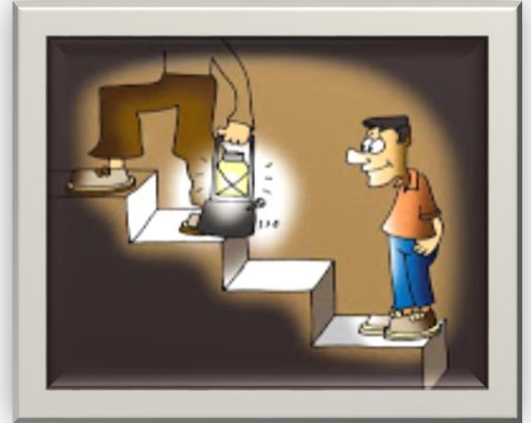
**"Everyone was there to shake my hand, when I won the Spelling Bee, but you were there to hold my hand when I was practicing for the Spelling Bee."**

# Role of a Mentee

*As a mentee, you will play different roles during the course of your mentoring relationship.*

*The following are some important things expected from an ideal mentee:*

- 1. Identify your queries regarding your field of interest etc. Being clear in your doubts will help you to extract maximum from your mentor's experiences.*
- 2. Don't hesitate in forwarding your queries to your mentor.*
- 3. Be very friendly with him but also respectful.*
- 4. Be patient, sometimes it might happen that a mentor doesn't answer your mails. He might have been busy, wait for his/her mail for appropriate amount of time before mailing him again.*
- 5. Have a positive attitude.*
- 6. Ask relevant questions and try not to interrupt the mentor.*
- 7. Ask for feedback of yourself from the mentor. Sometimes it's difficult to hear the feedback but it's very important for personal as well as professional growth.*
- 8. Try to be considerate and respect your mentor's time. It is polite to ask things straight if it's taking too long.*
- 9. Be on time for the meetings. Coming late leaves a very bad impression on the mentor, as he is taking time out of his/her busy schedule.*
- 10. If possible tell your mentor that you've demonstrated some things being told.*



*11. Follow up with your mentor after the first meet. Also try to arrange for another meet if you require it.*

*12. Trust your mentor and try to discuss issues openly. Remember he won't be able to give a solution until you discuss your doubt with your mentor.*

*It's a program launched for your benefits so take the most out of it and take full advantage to learn.*

# Dos and Don'ts

## *DOs* for mentees

- **Think, reflect, and communicate:** *Identify your goals, set your objectives and then ask your mentor for advice and feedback. Avoid perfectionism, be open-minded so that you can accept and learn from your mentor's feedback.*
- **Be positive and take initiative:** *Maintain a proactive attitude, give your best, and try to come up with new ideas to overcome problems, show enthusiasm and ambition. Strive to challenge yourself with new learning experiences.*
- **Establish a healthy relationship:** *Keep your mentor updated on what you are doing, how you put into practice his/her suggestions and the solutions you came up to. Be honest and open with your mentor. At the same time, set appropriate personal boundaries to prevent your mentoring relationship to become involved to an unhealthy degree (e.g. becoming overly emotionally involved with your mentor).*
- **Plan your time, yet remain flexible:** *Bear in mind that both you and your mentor might have a busy schedule. Be flexible when choosing meeting days and times and allow for your mentor commitments along with your ones. Make sure you organize yourself so that you can stay true to your commitment.*
- **Be grateful:** *Your mentor needs reinforcement, like you do! So, when you recognize that your mentor's advice is helpful, tell him! Give thanks and appreciation for any helpful piece of advice and information. Keep in mind that your mentor is investing time and effort without any financial gain – just to support you!*



## **DON'Ts** for mentees

- **Set unrealistic objectives** (your mentor is not a superhero!): - Don't think that by taking on the mentoring Programme you can achieve your goals overnight. Mentoring requires time. So, allow your mentor some time to help you overcome your challenges. Don't ask your mentor to identify your goals, carry out work for you, solve your problems and/or tell you exactly what to do.
- **Forget good manners**: Don't be impolite to your mentor. Don't let your mentor know about cancellation of meetings at the last minute. Try to plan your weekly schedule in a way to respect your commitment with your mentor.
- **Take your mentor's feedback for granted**: Take your time to think it through, put a real thought on it and consider it with every care.
- **Bottle yourself up** - Don't be afraid to ask for help, nor to talk about a new challenge you are facing and how you deal with it. Should you not understand your mentor's feedback don't be shy to ask him/her for any clarifications. Your mentor is there to elucidate your doubts.
- **Take it personally** - Don't take any constructive criticism personally. Your mentor will only give you feedback to help you improve, not just for the sake of belittling you
- **Hesitate to contact for ASMP support** - Should you have any problems or issues with your mentor during the mentoring Programme (e.g. s/he does not reply to your message, you don't find him/her helpful at all), don't hesitate to contact us. We will try to find a solution.

# Frequently Asked Questions



## 1. What is Mentoring?

*Mentoring is about supporting people to develop more effectively. It is a relationship based on trust, designed to build confidence and help a mentee to take increasing initiative for career guidance.*

## 2. What is the Mentor@Intern initiative?

*Mentor@Intern aims to support students going for internships and to make their stay more productive and easy. It is a relationship based on trust, designed to build confidence and help a mentee adjust to the new environment and also provide tips and information about the job and guidance on professional image.*

## 3. How are mentoring pairs made?

*After students register with the program, filling in their details. We provide students a mentor that matches with him/her and his/her geographical location and workplace. The mentor might be of a different department if the student has filled a non-core sector. Else if the student has filled preference as core then accordingly pairs will be made.*

## 4. Can I choose my mentor?

*SARC takes care of their interests in all possible manners and hence a fair allotment is done as per our well defined matching criteria.*

## 5. Can I change my mentor?

*Since a mentor is allotted to you after well-defined criteria you are not allowed to change your mentor. But you can register again in the next internship to get a new mentor.*

6. How long should I expect to remain in this program?

*The official time for the program is the duration of the summer internship itself. However this doesn't mean that mentoring relationship is supposed to end. They can continue the relationship on an informal basis.*

7. Who is supposed to start the conversation?

*After we have introduced a student to his/her mentor on mail, the student is expected to initiate the conversation. The interaction between the mentor-mentee pair is expected to be informal in nature. Be sure to interact with the mentor at a personal level, while mentors are excellent career resources, you can learn a lot from their personal stories as well.*

8. How much time a mentor has to devote in this program?

*Initial conversations will be through mails and phones only. And it's expected that mentors should meet their mentees at least once during their stay in that particular city. The meeting can be arranged at mutual convenience. For mentees, who could not be allotted a mentor in the same city, they should converse through Skype.*

9. What if there is a problem with my mentoring relationship?

*If you are experiencing any problems in your relationship or have any questions, please notify the ASMP team so we can help you. We want you to have a satisfying experience, and often we can intervene and work towards possible solutions that will improve the relationship.*

# Rules and Policies

- 1. The allotment for the “Mentor@Intern” Initiative is done on the discretion of the ASMP team and keeping in mind various factors like geographical proximity, workplace etc. for the duration of the internship. Once done the allotment will be final and the ASMP Team will not entertain requests to change mentors during this duration of the internship.*
- 2. Mentors will be shown the profiles of the students who have been allotted to him/her. Hence kindly fill all the details with care. Any improper details undermining the credibility of the Programme will result in immediate disqualification.*
- 3. No personal requests/favors will be entertained by ASMP team regarding allotment of any particular mentor to any particular mentee.*
- 4. We expect the Mentee to initiate the interaction, and subsequently remain in contact through any means of communication. At the end of the internship, it is imperative that students provide feedback when contacted for the same. If an alumnus complains about lack of response the student will be warned and subsequently deregistered.*
- 5. Do not ask the mentor for any kind of personal benefits like interns/placements for a later period. Alumni relations of IITB might get severely damaged as a result of this. Any such act might result in deregistration of the student.*
- 6. We expect students to understand that alumni relations are very important for the institute so please do not do anything that can jeopardize these relations and take the above rules seriously. Violations of the above rules can result in the de registration of the concerned student.*

# Team Contact Details

The following is the team for Alumni Student Mentorship Program 2013-2014. Please feel free to contact us regarding any query, complaint or suggestion whatsoever, your response is important to us.

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Or visit: <http://www.asmp.sarc-iitb.org/site/contact.php>

## Thank You!