

**Drexel University  
CCI Alumni Network  
Mentor Program  
Rules of Engagement**

The Drexel University College of Computing & Informatics (CCI) Alumni Network mentor role is defined accordingly:

A mentor will be viewed in the capacity of a career guide or advisor to engage in activities to help encourage the mentee to develop professional interests and, in some cases, help guide the mentee in establishing career goals and objectives. These activities can be conducted over the phone, email, or some other agreed upon communication medium. If both mentor and mentee are local, physically meeting would be ideal. This is a year-long commitment, however, mentors can continue for a longer period of time as long as there is a mutual agreement with their mentee.

Some examples of mentor / mentee activities are:

- Meet for lunch
- Offer career advice
- Discuss courses to take
- Suggest best teachers
- Share your work experiences
- Volunteer at events together
- Suggest or seek out volunteer opportunities for students
- Discuss best Practices
- Share what you would have done differently in your education or career
- Attend professional association events, local conferences, etc. together

**MENTOR EXPECTATIONS:**

1. Take the first step to make the mentoring connection. Take the initiative to invite your mentee to meet or discuss topics.
2. Be clear about your own needs and limits (i.e., time constraints, preferred method of communication, and the best times of the day to be reached). Set boundaries from the beginning.
3. Respect your mentee's time as much as your own.
4. Ask if you can give feedback, a suggestion or criticism instead of assuming the mentee is ready and willing to hear it. Feedback, both positive and negative, is critical to helping others get beyond their "blind spots" and move toward their potential.
5. Know your own limitations. No one can possibly fulfill all expectations, and know everything. Knowing key references, people and operations helps you to show your mentee how he/she can get more information or navigate a situation. A good mentor teaches the mentee "how to fish," he/she does not fish for them.

6. Encourage your mentee to move toward his/her own goals, not your goals.
7. Recognize and appreciate your mentee when he/she has provided help to you or has taken steps toward goals you had discussed.
8. Invite discussion about differences with your mentee. Recognize and work through conflicts with care and respect. Ask for a neutral party to assist if necessary.
9. Maintain a professional role in the mentoring connection, especially in the beginning. Give careful consideration before encouraging a close friendship.
10. Respect the confidence of your mentee. Your mentee will probably share many personal ideas and feelings because of your established trust. Breaking this trust can be very damaging to your mentee and to your working relationship.
11. If you disagree with your mentee's values, attitudes or behaviors, discuss your perceptions direction with the mentee; get help from a neutral party if necessary. If a troubling situation does not change, take steps to end the connection, and contact the College immediately.
12. Continually evaluate how well you are meeting the goals and purpose of the connection. Be prepared to end the connection once it has served its purposes. Discuss openly how and when you will be ready to end the connection and how you intend to continue your professional relationship outside of the mentor connection. Put positive closure on your work together as mentor/mentee.
13. Keep the door open for your mentee to return in the future.

**MENTEE EXPECTATIONS:**

1. Your mentor acts as a guide or advisor in this program. Anything more than that can be discussed and mutually agreed upon with your mentor.
2. Respect your mentor's time as if it were your own.
3. If you disagree with your mentor's values, attitudes or behaviors, discuss your perceptions direction with the mentor; get help from a neutral party if necessary. If a troubling situation does not change, take steps to end the connection, and contact the College immediately.
4. Invite discussion about differences with your mentor. Recognize and work through conflicts with care and respect. Ask for a neutral party to assist if necessary.