

EM Alumni Mentoring Programme

Alumni Mentor Role

As part of the Engineering Management (EM) MSc suite of programmes, we are seeking enthusiastic and dedicated alumni to act as Mentors for our Masters students. The EM Alumni Mentoring Programme aims to enrich the development of our Masters students by providing them with access to inspirational, successful and empathetic alumni.

The programme will provide students with a deeper understanding of the transition from university into a professional career, or post-graduate study, and introduce them to the skills, knowledge, experience and social capital to make this transition successfully. This is a voluntary role, although reasonable expenses will be reimbursed by arrangement. Mentors may wish (by mutual consent) to continue the relationship beyond the duration of the academic year.

Benefits of the role

- Help motivated students to progress with their career choices and ambitions
 - Share your professional experiences and learning with motivated students who are interested in your field of expertise
 - Develop mentoring and coaching skills, or utilise skills gained previously. There will be mentor training provided.
 - Promote your sector and profession directly to students, along with potential career opportunities within your organisation
 - Network with other University of Bath alumni and staff
 - Develop and maintain strong links with the University of Bath
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Structure of the mentoring programme

Time commitment includes a training/induction session, a chance to meet your students face to face and three to four 1:1 mentoring sessions per student across the year (including the first meeting: we expect most mentors to take on 2-4 students). Some ad-hoc contact by email, particularly when students are applying for jobs, might be expected. We will ask for your feedback on the mentoring scheme twice a year.

An individual mentoring relationship may be short or long term. There is no expectation that the mentoring relationship would continue after the academic year, although of course you are welcome to extend the relationship if this is rewarding to you and the student/graduate.

In the 2019/20 academic year the expected dates are (the mentoring session dates are suggested):

- Sept/October 2019 (tbc): Alumni training/induction for new mentors
 - One online session; choice of dates
- Friday 25 October 2019 (expected): Chance to travel to Bath and meet your mentees; we would arrange an alumni networking lunch that day.
- Nov 2019 – Jan 2020: Second mentoring sessions (usually remote)
- Jan - March 2020: Third mentoring sessions (usually remote)
- April - August 2020: Fourth and final mentoring sessions (usually remote)

Other ways to get involved

Other ways to get involved (should you wish) include (but are not limited to):

- A day or two of work shadowing
- Work experience
- A tour of your organisation
- An invitation to attend a specific event / experience
- A practice interview
- A one off meeting / lunch to discuss your field of work
- Checking through a job application or CV.

Expectations

1. Create a profile on Bath Connection and complete a mentoring profile sheet that will be made available to the students.
2. Formal training is optional if mentors have already been trained in mentoring. However, all new mentors are required to attend an induction session (which may be online).
3. Respond to emails requesting advice and guidance, even if it is to indicate that you are not an appropriate contact for that information.
4. Help the student to set the parameters for any one-to-one mentoring relationship established. In particular help students to set and monitor their own personal objectives.
5. Provide formal and/or informal evaluation of the mentoring scheme so we can continue to develop and improve it. You can give feedback at any time, but we request feedback at 2 points; a mid-cycle checkpoint and end of year review.
6. Follow mentoring guidelines, including:
 - Develop a professional mentoring relationship, based on honesty, openness, trust, and respect, with a clear agreement on boundaries for confidentiality.
 - Honour the agreements made regarding timing and duration of meetings.
 - support, challenge and enable your mentee to develop their skills and career plans as well as to resolve their own issues
 - share your expertise and experience
 - assess existing skills and help identify skill gaps
 - give objective and constructive feedback
 - be a sounding board for ideas
 - facilitate decision making by suggesting alternatives based on personal experience
 - encourage and motivate your mentee to achieve their goals
 - listen, in confidence, to your mentee's concerns and challenges
 - signpost mentees to additional sources of information, advice and guidance,