

Guidelines for Mentorship Program of USTCAA-GNY

USTC Alumni Association in Great New York is proud to announce a new Mentorship Program this year. It will be a new platform for our alumni in New York area to share, learn and grow, in the format of one-on-one interactions.

About the USTC Alumni Association in Great New York Pioneer Mentorship Program

Mentoring is a developmental relationship between the mentor and mentee. The mentor provides knowledge, information and advice based on his/her own experience. The focus of the mentoring is on sharing experiences that used to help the mentor be successful in a similar situation.

The commitment of mentor is only for a defined but flexible time, e.g. 1-2 years or even longer depending on mentors/mentees' preference and relationship development. Both mentor and mentee are responsible for the success of the mentoring relationship, but the mentee should be proactive and drive the relationship forward. Mentee will acquire valuable knowledge and skills from our senior alumni, receive one-on-one feedback on challenges, and may test ideas which may not be comfortable to share with other people around. Mentor will improve his/her leadership in the role, contribute to the development of the junior alumni, and may also gain knowledge and skills from mentee with a new perspective.

Mentee's Do's

1. Be clear of your goals: ask yourself why you need a mentor.
2. Mentees own the relationship. Please be proactive to initiate the conversation.
3. Be prepared! Bring up questions and examples of concerns so that you can get the most out of the interaction.
4. Don't expect your mentor to know all answers.
5. Show respect to the mentor and the relationship. Show appreciation for your mentor's assistance. Share the outcome of your mentor's help.
6. Maintain confidentiality about sensitive information.

Mentor's Do's

1. Help the mentee move forward his or her goals.
2. Be explicit about your needs and limits, e.g. time constraints, style of communications, etc.
3. Suggest activities to mentees

4. Lead the conversation and relationship.
5. Respect mentee's own decision if mentee does not follow all of your suggestions.
5. Maintain confidentiality about sensitive information.

What to expect from the mentorship program?

1. Share and learn
2. Life or professional skills
3. Friendship
4. Networking

What not to expect from this program?

1. Find a job through the mentor
2. Get a reference letter from the mentor
3. Using the relationship for religion purpose
4. Treat the mentor as a mental consultant or emergency contact

How to Participate in the Mentorship Program

1. Please take the survey, and indicate your interest in becoming a mentor or mentee. You may also be asked to answer a few simple questions to help us pair you up with the mentor.
2. You will get an email with an introduction of mentor/mentee pairing. Matches will be made based on Mentee's objectives as much as possible.
3. Mentee should contact the mentor to set up the initial meeting and discuss the agenda for the mentoring relationship, e.g. how often to meet? Time and place to meet? What topics to discuss?
4. We recommend mentor and mentee to meet for one to two hours per month, or communicate remotely if a meeting is not plausible every time. It is flexible based on the needs and availability of both mentor and mentee. Quarterly communication between mentors and mentees is required.
5. We will follow the progress of the program, and make any adjustment if necessary.
6. Mentee and mentor will receive a request to provide feedbacks on the program quarterly. Should there be any concerns and questions, please also contact us. We will provide help per our understanding on this program.

How do we make the match between Mentors and Mentees?

1. We will provide a list of mentees (including their basic information) to mentors. Mentors will pick a few candidates of interest in a descending order.
2. We will provide the mentee two candidates of mentors. Mentees can generate an order of preference.
3. We will then match the mentor and mentee, trying to maximize their orders of preference.
4. We also offer a similar mentorship program for the **Current USTC Students** in China. We will especially appreciate the support from our New York area alumni who are willing to serve as the mentors of the newest generations of our Alma mater.

Examples of Mentoring Activities and Topics

Below are some possible activities and topics for brainstorming. Your activity should be unique based on your own needs and experience and not limited to the followings.

Activities:

1. Group discussion
2. Coffee chat
3. Dinner
4. Outdoor activities
5. Card games!

Example Topics:

1. Sharing mentor's past experience, goals, plans, skills, career path
2. How to adapt to the American culture
3. Discussing transition from a student to a professional
4. Networking skills
5. USTC history and pride
6. Exploring problem-solving strategies, role-playing situations faced the mentee
7. How to enhance skills in a specific area, e.g. presentation, negotiation, conflict etc.
8. How to manage new social interactions, e.g. with opposite personality styles, manager, peers etc.

Any Questions or Comments? Email ustcaagny.mentorship@gmail.com