

RWU Mentor Program Guide

SUMMARY:

Hawks 'Take Flight' offers a unique opportunity for Trustees, alumni and volunteers to be matched with graduating students interested in your field of practice or area of interest. The mentoring relationship is a great way for students to learn more about your industry, practice networking and obtain guidance on professional goals. Thank you for considering playing a role in the future of our RWU students.

PROGRAM GOALS:

- Provide students with an opportunity to receive professional advice from our network and detailed information on career paths and industries
- Strengthen relationships between RWU loyal alumni/volunteers with graduating students to display the full scope of support behind them

ROLE OF A MENTOR:

A mentor is someone that is willing to provide help and advice to a Roger Williams University student over a period of time with the goal of contributing to the mentee's professional and career development.

ROLE OF A MENTEE:

A mentee actively participates in a relationship with the mentor and seeks out information, knowledge and experiences that will be helpful to guide their professional and career development. A mentee is not a passive participant, but must remain active and accountable for facilitating the mentee/mentor relationship.

MENTOR EXPECTATIONS:

As a mentor, I agree that I will communicate and present myself professionally, while being courteous/respectful in my interactions (in person, in writing, by phone, video chat or email) and will:

- Maintain utmost professionalism and respect with all students regardless of race, nationality, gender, sexual orientation, ability, and/or status.
- Maintain honesty and integrity in all information and materials shared with students.
- Acknowledge calls, emails and invitations, and respond appropriately in a timely manner
- Inform the Office of Alumni Relations of any concerns or questions
- Inappropriate behavior will result in removal from the program

PREPARING TO BE A MENTOR:

1. **SELF-REFLECT** – reflect on your areas of interest because they may be wider than your profession, time commitments, and communication style to be prepared to share what you are hoping to provide in the mentor/mentee relationship.

2. **UPDATE YOUR MATERIALS** – update your online presence, e.g. LinkedIn profile, and your resume, so your mentee can learn more about you.

3. **EXPECT A PLAN FROM MENTEE** – prepare to discuss goals for the relationship that you will discuss with your mentee and refine together, discuss how frequently you would like to meet with your mentee, how long each meeting will last, and what modality will be used, e.g. Zoom, Skype, Phone, etc.

MENTOR TIPS

1. Be yourself and share honest and valuable advice with your mentee. There is a mutual benefit to both parties with open, constructive conversation.
2. Don't be afraid to contact the Office of Alumni Relations with any concerns or questions.
3. If the relationship is not as productive as desired, please reach out to the RWU team, because we have resources to help both parties.
4. Be realistic with your time. We appreciate your time and efforts to be a volunteer. Please know we respect and value any time given to the program. Our students will benefit from your involvement.

Thank you! Thank you! Thank you!

Interested in being a mentor? Please contact the Office of Alumni Relations at alumni@rwu.edu or (401) 254-3735.

For additional information, please feel free to reach out to the Office of Alumni Relations-Advancement, you may reach out to Aaron Buzay, AVP, at abuzay@rwu.edu (401) 254-3198 or Meghan Hansen, Director of Alumni Relations, at mhansen@rwu.edu or (401) 254-4658.