Department of Computer Science

External Mentorship Program

Mentor Responsibilities

- Commit to serving a one year term. Mentorship may be extended for multiple years.

- Maintain regular contact with mentee (e.g., at least once a month). (Recommended meeting frequency is 2-3 times per semester.)

- Keep commitments, be on time, and respect the mentee's time. Reschedule as soon as possible if a meeting has to be canceled.

- Eliminate outside interruptions to focus on the meeting.

- Track the frequency of the meetings.

- Discuss the mentorship your mentee and agree upon goals that you and the mentee wish to pursue.

- Sponsor your mentee in professional development opportunities, if possible.

- Be attentive and show interest in the mentee's development.

- Be flexible and provide advice and information that will add value and help the mentee reach their development and career goals.

- Be honest about your development and admit to your own mistakes.

- Share background, information, and resources as you feel appropriate.

- Allow time for the mentee to ask questions, follow up with additional questions, and provide feedback.

- Assist the mentee with the development of agendas and preparation activities for future meetings.

- Be respectful and maintain positive attitude.

- Be receptive and open to feedback and cognizant of value differences.

- Maintain confidentiality of what is discussed in the mentorship. Remember that as a mentor, your role is a trusted advisor.

- Participate in the mandatory mentorship experience surveys: one mid-term survey and another end-term survey.

- Notify BGSU CS Department should areas of concern arise during the mentorship.