Overview

The Baylor Interdisciplinary Core Alumni Mentor Program seeks to connect current BIC students with BIC alumni for the purpose of developing short-term informative and productive mentor relationships. We hope this program helps BIC students to learn more about potential career paths and how to attain their career goals, while also allowing BIC alumni to reconnect with BIC and Baylor.

Current BIC students will be paired with volunteer alumni mentors for one academic semester (fall 2017) with the expectation of meeting three times before December 4, 2017 (roughly once each month in September, October, and November). Mentor-mentee meetings will take place on the phone, over video chat (Skype, Google Hangouts, FaceTime, etc.), or in person.

Professional Responsibility Agreement

As a participant of the BIC Alumni Mentor Program, I understand I will be held to high ethical standards and responsibility. I recognize that the University holds itself to the highest level of professional integrity and social responsibility.

I understand and agree to the policies and principles below, which have been established to ensure my professionalism and character during the mentor process. I recognize that my actions will reflect upon me, fellow students/alumni, and the University. I will provide accurate information in all materials and actions during my participation in the mentor program and while interacting on and off campus with those in the University's community (includes: alumni, students, faculty/staff, and community partners).

I understand any inappropriate behavior may result in my removal from the program.

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1 Portions of this document are adapted from an agreement form developed by the Baylor Career and Professional Development office.
Alumni/Mentor Responsibilities

• Read this Alumni Mentor Program Guide before contacting and reaching out to your mentee.
• Enter the relationship with a desire to listen and learn. Be willing to share from your own education and career experiences, while offering encouragement and support to your student mentee.
• Take time to get to know your student mentee and allow your mentee the opportunity to get to know you. Encourage two-way communication between you and your student mentee.
• Commit time and effort to the relationship. Respect your mentee’s time and be reliable. Do not spam your mentee with multiple emails or stalk with multiple phone calls.
• Acknowledge calls and emails, and correspond in a timely manner with your student mentee to arrange three meeting times before December 4, 2017 (roughly once each month in September, October, and November).
• Set aside at least 20-30 minutes for each of your meetings and eliminate distractions during your meeting time. If you meet over the phone or video chat, set aside time when you are not driving or distracted--both for your safety and so that you can be fully present to the conversation.
• Participation in this program is strictly voluntary and both mentors and mentees can choose to end the relationship at any time for any reason. Contact the BIC Assistant Director of Student & Alumni Initiatives at any time with any questions or concerns (email Adam Moore at Adam_D_Moore@baylor.edu).
• At the end of the semester both the mentor and mentee will be given the opportunity to continue the relationship in the program or withdraw. Alumni may also be given the opportunity to continue in the program with a new mentee.
• Provide productive feedback to the BIC Assistant Director of Student & Alumni Initiatives, so that we can make improvements to the program for future students and alumni (email Adam Moore at Adam_D_Moore@baylor.edu).

Student/Mentee Responsibilities

• Read this Alumni Mentor Program Guide before contacting and reaching out to your mentor.
• Enter the relationship with a desire to listen and learn. Be willing to share your own academic and career goals, along with questions and uncertainties about your future plans. Your mentor wants to learn about you, so be willing to share from your experiences.
• Take time to get to know your mentor and allow your mentor the opportunity to get to know you.
• Commit time and effort to the relationship. Respect your mentee’s time and be reliable. Be patient and allow your mentor time to respond to your communication. Do not spam your mentee with multiple emails or stalk with multiple phone calls.
• Acknowledge calls and emails, and correspond in a timely manner with your mentor to arrange three meeting times before December 4, 2017 (roughly once each month in September, October, and November).
• Set aside at least 20-30 minutes for each of your meetings and eliminate distractions during your meeting time. If you meet over the phone or video chat, set aside time when you are not driving or distracted--both for your safety and so that you can be fully present to the conversation.
• Ask for advice, information, and other contacts, but do not ask for a job or internship. Do not expect your mentor to automatically share their network contacts.
• Participation in this program is strictly voluntary and both mentors and mentees can choose to end the relationship at any time for any reason. Contact the BIC Assistant Director of Student & Alumni Initiatives at any time with any questions or concerns (email Adam Moore at Adam_D_Moore@baylor.edu).
• At the end of the semester both the mentor and mentee will be given the opportunity to continue the relationship in the program or withdraw.
• Provide productive feedback to the BIC Assistant Director of Student & Alumni Initiatives, so that we can make improvements to the program for future students and alumni (email Adam Moore at Adam_D_Moore@baylor.edu).
• If requested, provide a brief reflection on your experience in the program to be used for the BIC blog and/or website.
Suggestions for Conversation

The following ideas for conversation are merely suggestions. Feel free to go in different directions as your conversations develop. These suggestions will hopefully help get the conversation started and help when the conversation comes to a break. These suggestions focus primarily on information regarding how to successfully progress from college into a particular career. Your conversation does not necessarily need to go in this direction. You might choose to focus more on the undergraduate experience and/or the process of developing a sense of calling into a particular vocation. If you run into any problems with finding topics to discuss, feel free to contact the BIC Assistant Director of Student & Alumni Initiatives for more ideas (email Adam Moore at Adam_D_Moore@baylor.edu). There are many productive directions your conversations can take.

Meeting #1 -- Get to know each other

Mentor: Discuss what you do for your career. Where do you work? Where are you from? What did you study at Baylor? Does your current career directly relate to what you studied at Baylor? Is this what you have always wanted to do for a career? How did you determine what you wanted to do for a career? What are some of your memories of BIC? Has your BIC experience proven beneficial? What were you involved in at Baylor? What have you been doing since graduating from Baylor? Begin to talk some about how you got to where you are now in your career.

Mentee: Discuss what you are studying at Baylor and your current academic and career interests. Where are you from? What are you involved in at Baylor? What do you enjoy about BIC? What has been most rewarding and most challenging about college? What are you academic and career goals, and what led you to these goals? What are you most uncertain about right now regarding your future career? What are you hoping to gain from this mentor relationship? Come prepared with questions to ask your mentor to get to know him or her better.

Meeting #2 – Career

Mentor: Talk more about your current career. What do you do on a daily basis? What do you enjoy about your job? What are the most challenging aspects of your job? What education was required for your career? What were some of the key parts of the journey that led you to your current job (education, internships, relationships, networking, etc.)? What advice would you have for someone who wants to work in this field? How did your Baylor and BIC education influence your decision to go into this particular career? How does your Baylor and BIC education influence your current work? What do you hope to do in the future? What are your goals? What should your mentee be thinking about now as an undergraduate student, if they are wanting to eventually
be in a career field similar to your current career? What advice do you have for success at Baylor?

Mentee: Come prepared with questions regarding your mentor’s career. See the questions later in this document for additional ideas. Begin to think about how your mentor can help you think through the steps required to get from where you are now to the kind of career you would like to have in the future. If you are uncertain of your career, you might come prepared with questions regarding how your mentor came to understand his or her career path over time. Discuss what you can be doing now during your undergraduate education to help prepare yourself for future experiences—what books or publications to read, what classes to take, what to be involved in, networking, jobs/internships, etc.

Meeting #3 – Follow-up Questions

Mentor: What do you still need to know about your mentee? What do you think are some of the key questions your mentee should be thinking about right now at this point in his or her academic and career journey? What do you wish you would have done differently? What advice do you have for your mentee based on your knowledge of his or her goals? How have your career goals changed over time? Is it important to be focused on particular goals, or is it important to be open to the possibility that one’s goals can change over time? Do you feel confident in your career goals now, or is your understanding of your career and calling still changing with time? How have you balanced your academics and career with the rest of your life? If you wish, you might want to talk about family life and how you balance work and family/friends.

Mentee: What additional questions do you have about your mentor’s career (see additional questions below)? What questions do you have about his or her education and or experience? What questions do you have about how he or she got from Baylor to where he or she is now? What are you most concerned about regarding your future? What do you see as the biggest challenges to reaching your goals? What questions do you have about the education you need to pursue for your career goals? Thank your mentor for meeting with you this semester.

Both: During this conversation you might wish to discuss if/how you wish to remain connected beyond this third meeting. Neither party should feel any obligation to continue the relationship. You might want to connect on LinkedIn and/or be open to additional communication over email.
Additional Questions for Career Conversations

- Where do you currently work? What is your job title?
- What do you do on a daily basis? What does a typical day/week look like for you?
- What are your primary responsibilities? What kind of decisions do you have to make?
- What do you enjoy about your job? What is most challenging?
- How did you become interested in this career path?
- What did you study at Baylor? What additional education, if any, did you pursue?
- How did BIC help prepare you for this particular career path?
- Does your current career directly relate to what you studied at Baylor? Is a particular educational background necessary for this career?
- How did you get to where you are now in your career? What were the keys to your career advancement? What were some of the key parts of the journey that led you to your current job (education, internships, previous jobs, relationships, networking, etc.)? What are your long-range goals?
- Do you have any suggestions for ways I could obtain these kinds of necessary experiences?
- How do most people get started in this field? What are some entry-level jobs?
- How does your position fit within your organization/career field/industry?
- What are some common career paths in the field?
- Are there any related fields I should look into?
- What kind of personal skills and abilities are necessary for someone in this kind of career?
- How can I evaluate whether or not I have the necessary skills for a position such as yours?
- If you could do it over again, would you choose the same career path for yourself? If not, what would you change?
- What are the salary ranges for various levels in this field? Is there a salary ceiling? (Don’t ask about his/her actual salary)
- How does your job impact your life outside of work?
- What current issues and trends in the field should I be aware of?
- What can I be doing now to help prepare myself for future experiences? — books or publications to read, classes to take, what to be involved in, networking, jobs/internships, etc.
- What else should I be thinking about now as an undergraduate student, if I am wanting to eventually be in a career field similar to your current career?
- What advice do you have for success at Baylor?
- What additional advice would you have for someone who wants to work in this field?