

DeGroote Mentor Program

“Shaping Future Business Leaders”

Student Handbook

**Centre for Business Career
Development**

Revised July 2006

Introduction

- The Centre for Business Career Development has redesigned the DeGrootte Mentor Program.
- The new program has been developed by benchmarking other MBA programs, interviewing MBA students, and seeking feedback from participants of the previous mentor program.
- The new model was launched to MBA students in September 2005, with the introduction to Commerce students anticipated in late Fall 2006.

Mentor Program Objectives

- To provide MBA students with a mentor that matches the student's interests and objectives.
- To provide students with a contact within the business community who could act as a sounding board for student questions.
- To serve as a mechanism that will help increase alumni and business community involvement with the DeGrootte School of Business.

Program Benefits

Mentors	Students
<p><i>Community Engagement</i></p> <ul style="list-style-type: none"> • A way to contribute time and resources <p><i>DeGrootte Brand</i></p> <ul style="list-style-type: none"> • Personal contribution to the prestige of the school <p><i>“Shaping Future Business Leaders”</i></p> <ul style="list-style-type: none"> • Opportunity to help students and contribute to the “development of future business leaders” 	<p><i>Career Development</i></p> <ul style="list-style-type: none"> • Additional resource for career advice and industry information <p><i>Your Personal Brand</i></p> <ul style="list-style-type: none"> • Gain insight on resume enhancing activities and interview preparedness <p><i>Experiential Learning</i></p> <ul style="list-style-type: none"> • Learn about mentors' experiences and how they attained their current position

Activities – 2006/2007

Activity	Date (To Be Confirmed)*
Mentor Recruitment	August/September
Student Workshops	September
Annual Welcome Reception	November

* The DeGrootte School of Business will continue to provide updates regarding dates and activities for mentors and students to connect in an effort to maximize the relationship.

Student Expectations

You are expected to:

- Sign the DeGroote Mentor Program Code of Conduct
- Be considerate of your mentor's time. Return phone calls and e-mails promptly; be on time.
- Seriously consider all advice you receive.
- Ultimately, make your own choices – nobody else walks in your shoes.
- Show evidence that you have utilized the help. Even if you choose a different alternative, point out how you used that advice to make a choice.
- Show appreciation for every form of assistance your mentor gives you.
- Make it easy for your mentor to give constructive feedback. Ask for it early and often.
- Assume your relationship is strictly professional. Let your mentor take the lead in making the relationship more personal.
- Make only positive comments about your mentor to others. If you disagree with your mentor's behaviours or values, only share your perception with him or her.
- Keep the door open to continue this relationship longer than one year – you can benefit from your mentor's expertise into your 1st year for full-time employment.
- Keep your mentor apprised of your progress.
- ***Under no circumstances will you ask your mentor for a job.***

Sample Questions

Career Development

- Could you outline your primary job responsibilities and indicate the percentage of time you devote to each of those activities?
- Is there such a thing as a typical day in your job and could you briefly describe it?
- What are the important skills and/or abilities (intellectual, personal, social) that you need to perform your job well?
- What are the entry-level positions in your organization and what is the normal career path to get your position?
- What are the major challenges in your work? Do you consider this to be a high-stress job?
- What is the company culture like in your organization? How does your organization assess fit?

Academic Priorities

- What were some of the things (academic and non-academic) that you learned in your education that you have found to be necessary / helpful in your job?
- How important is it to have the "right" degree or course background to have a chance to develop a career such as yours? What other qualifications, as an employer, would you consider important?

Personal Development

- Does your organization offer summer or part-time employment or volunteer opportunities for students who are looking for related experience? Can you suggest other work/volunteer experiences that would be advantageous to have?
- Are extra-curricular activities necessary? How important is it to show employers that I am well rounded?

Feedback and Questions

Please contact the Centre for Business Career Development at the DeGroote School of Business with any questions or feedback. We invite your comments and insights.

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