

## Mentor Discussion Item Ideas

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- Ask your mentor about their career pathway (how did they get where they are today – schooling, degrees, work experience, etc.)
- Inquire about their current position, what they do on a day to day basis, what they like best about their job and what they find most challenging.
- Find out about the company that they work for. What are they best known for? Who are their customers, what is their mission, vision, corporate culture?
- What trends does the mentor see happening within the industry? How are technology, or other trends affecting how they do business? Is this field growing enough so there is room for someone like me?
- Are there things that I can be doing now to help prepare me for a career in this profession?
- What educational preparation would you recommend for someone who wants to advance in this field?
- What advice do they have for someone considering this profession?
- What characteristics do they believe one should have to be successful in this profession?
- Is there anything that you would have done differently in preparing and planning for your profession?
- What is the advancement potential in the field? What is a typical pathway?
- Are there any professional journals, organizations or resources that I should be aware of?

### **After you've established a relationship with the mentor:**

- Ask if the mentor would be willing to give you some advice on a project you are working on.
- Find out if the company the mentor works for would be willing to host you for a job shadow, or if they know someone who might be able to accommodate you. (spring 2020)
- See if the mentor would be willing to review your resume in the spring and give you some feedback



# Student Guidelines When Working with Mentors

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## Email Etiquette:

- Use your school email
- Lead with a clear subject line
- Be clear, polite & succinct (complete, coherent sentences, no spelling errors, no part is written in all caps)
- Sign off with thank you, and your full name
- Practice patience, as it may take a while to get a response as mentors are busy professionals
- Make sure you are not emailing too much (save questions until you have a few, then send all at once)
- Be thoughtful in your questions, plan ahead and choose the questions that you really want an answer to, and save others that you can look up online on your own

## Face to Face Meetings:

- Again, plan ahead! Make sure to have questions ready and have your journal with you to take down the answers and any notes that you may take
- Shake their hand, and thank them for their time
- Make good eye contact, and practice active listening skills
- Make sure you research exactly where you are going, how to get there, where to park and how to access the building
- Bring the person's full name, phone number and email with you so they are easy to find once you arrive
- Make sure you know how long it will take to get there, and plan on being 10 minutes early
- If the mentor meeting is during school hours, a PUSD field trip form must be completed, signed and turned in to your instructor at least 24 hours prior to the meeting

## Mentor Monitoring:

- It is the expectation that all 1<sup>st</sup> year MET students meet with a mentor at least once face to face (or video) and then monthly via email or phone conversation & either a face to face at the end of the year or a job shadow with them sometime in the spring
- Instructors will ask for your journals once a month to monitor your activity
- Be prepared to share with others in class about your mentorship experience