



Mentor Program – Mentor Guide

Fall 2020

Aug 31 – Nov 20

Program Overview

Participants: Technology Ball members will mentor general IT graduate students from UTD (particular areas of study cannot be requested; Mentor Assignments will be at random)

Time commitment: 15-30 min weekly OR 30-60 every 2 weeks, based on your schedule/preference, or more time as mutually agreed

Program Duration: Fall Session/ August 31 – November 20 (12 weeks)

Suggested First or Second Meeting: Video conferencing, ZOOM, or face time chat for a face-to-face personal connection, can also meet in person for coffee, if desired

Meeting Schedule Approach: MENTEE to initiate schedule discussion with Mentor, ideally within 3 weeks of introduction message; Mentor & Mentee share bio/LinkedIn with each other as introductory email step

Mentorship Meetings Format: Phone Call or Zoom, *as preferred, or in person as your company and/or state/health guidelines allow if desired and doable for BOTH the Mentor and Mentee; Establish meeting format at beginning of mentor program. During the Session, 2-3 Mentor/Student groups will schedule a video conference meeting for cross collaboration mid program (see Topic 4/Weeks 7-8)*

Optional Mentoring Touchpoints: In-person meetings, *as your company and/or state/health guidelines allow; you are welcome to include your Mentee in meetings at your office, to join you at conferences, etc.*

Mentor Program Objective: To share professional insights with UTD students as they prepare to graduate and enter the IT workforce. Students will glean business best practices from their Mentors and will have the opportunity for professional collaboration and modifying behaviors and/or personal PR based on Mentor feedback.

Our Mentoring environment is a **SAFE SPACE!** Mentors and Mentees should feel comfortable sharing ideas and concepts without fear of being judged or appearing uninformed about topics or ideas and others needing to know the content of the discussions.

Next Mentoring Session Begins: Spring Semester 2021

{Ideas for a class to present on campus to students? e.g. resume resources, build your personal and professional brand, personality assessment, social networking, etc., please present ideas to info@TechnologyBall.com for future and ongoing consideration. Thank you!}

Suggested Timeline and Topics *

Topic 1/Weeks 1-2 – Get to know each other**, background and area of study, desired career path**; set expectations on scope of Mentor/Mentee relationship**, including expectations of Mentorship and 3 key objectives the Mentor and Mentee hope to achieve (e.g. help address a particular school or career goal challenge, resume review**, get them engaged/connected with any company, learn about a specific technology/topic, etc.); Mentor/Mentee to exchange bios; consider Mentee and/or Mentor completing an online personality assessment such as the free online 16personalities.com to further suggest career ideas based on assessment results.

Topic 2/Weeks 3-4 – Brainstorm types of careers available**; consulting is a high area of interest for students – discuss your perspective on consulting (objective is to help them understand consulting, but also let them know there are other options that they also may find compelling); interviewing process and preparation, expectations of the first job**; how to find a job beyond the career center; job Fair Prep; lessons Learned from Mentor’s first job (things I wish I had been told right out of college, before starting my first job, “how to not be a knucklehead”, etc.), responsible emailing/time reporting/use of company skype systems (corporations are watching); how to obtain continuing education after you land first job

Topic 3/Weeks 5-6 – Resume, LinkedIn, etc. review and feedback. Mentee to work on the feedback provided and follow up with Mentor; Social media best practices (prospective employers look at social media accounts); impact of polarizing comments

Topic 4/Weeks 7-8 – Meet VIRTUALLY with Partner Mentor Group(s) via video conference** – Networking Tips/ the value of ongoing networking**; Business etiquette, and cross collaboration of ideas (Paired groups to be assigned a few weeks into the program)

Topic 5/Weeks 9–10 - Recap virtual group meeting, additional discussion regarding business etiquette, networking, etc., Takeaways from group session

Topic 6/Week 11 Mentor Lesson discussion where the student will share an interesting learning from their class experience at UTD. Our hope is that our mentors also can receive STEM stimulation from their Mentees. Wrap up discussion, any topics to revisit, desire to continue engaging, etc.

Week 12 – Online Virtual Celebration for End of Fall Session

** Topics are broad to leave room for your own approach and interpretation*

*** Communicated as most beneficial session/topic per Pilot Program Participants*