UCA Alumni Association
Mentor Connection

What is the Mentor Connection?
Mentor Connection is a partnership between a UCA young alumnus and a current student, enabling relationships that provide a learning experience for students and a leadership opportunity for the alumni. Mentor Connection provides a personal development relationship for everyone involved.

Mentor Connection benefits not only the mentor and mentee, but also provides a unique employee development and recruiting opportunity for organizations that employ the Mentors.

Benefits for Mentor
Mentors are selected on the basis that they possess the skills and knowledge to be mastered by a Mentee. The Mentor exemplifies the ideal model expected of the Mentee.

- The satisfaction of helping in the development of another person who may carry on his or her own work
- Ideas for feedback about his or her own projects from a junior person who is eager to learn and commit to the project’s success
- A network of former students who can collaborate on projects, increasing the mentor’s stature and visibility
- Becoming part of an expanded network of colleagues
- A letter of recognition sent to the mentor’s employer highlighting his or her leadership and volunteerism

Benefits for Mentee
Mentees have the opportunity of exposure to the workplace that can’t be received within the classroom. The Mentee will be challenged and motivated by the model set by the Mentor.

- Individual recognition and encouragement
- Honest criticism and informal feedback
- Advice on how to balance education, career, and extracurricular activities
- Skills for showcasing one’s own work and setting professional priorities
- An understanding of how to build a circle of friends and contacts both within and outside one’s institution
- A perspective on long-term career planning

Benefits for Participating Employer
- Increased productivity and commitment
- Help prevent attrition
- Encourage cooperation and cohesiveness for your employees
- The ability to promote leadership and professional development among your employees
- A chance to look at the newest class of potential candidates and identify the top performers

Requirements & Expectations:

Mentor:
- Must be a UCA alumnus
- Must have approval by their manager and/or employer
- Must have at least one year of experience in the specific field they wish to mentor
- Must be willing to commit to Mentor Connection for the specified period of time

Mentee:
- Must be a full-time or part-time student in good standing
- Must have completed at least 9 hours in the specific field they wish to pursue a degree
- Must complete a mentee application
- Must be willing to commit to Mentor Connection for the specified period of time
Mentor/ Mentee Guidelines:

- Mentor must make initial contact with the student within one week of assignment
- Mentor and mentee must attend the Mentor Connection Kick-Off
- Mentor must communicate with the student at least once every two weeks
- Mentor and mentee must complete at least two of the suggested activities or like activities listed
- The mentee must keep a mentor program journal

Mentor / Mentee Contact Guidelines:

Phone Contact:

- Mentor calls the student to arrange initial meeting and discuss scheduling
- The mentee calls mentor to arrange completion of at least two of the suggested activities or like activities
- The student calls mentor as needed for advice on field related questions and career direction

First Meeting Discussion Suggestions

- Discuss how each of you became interested in the profession
- Discuss perceptions and expectations of the mentor relationship
- Discuss current job responsibilities
- Explain how mentor got into the profession
- Discuss academic and personal preparation needed for the career
- Share the importance of networking and continued professional development

Suggested Mentor/Mentee Activities

*Mentor and mentee must complete at least two of the suggested activities:

- The mentee spends a day “shadowing” the mentor during a typical working day
- Lunch with mentor and other colleagues
- The mentee attends a company training program with the mentor
- Mentor and mentee discuss proper business etiquette and corporate protocol
- The mentee attends a company staff meeting
- Mentor and the mentee attend a professional association meeting together
- The mentee observes the development of a special project
- Mentor reviews the mentee’s resume and offers suggestions for improvements

Important Dates:

Important dates will be listed online at www.uca.edu/alumni/mentorconnection

Questions contact Office of Alumni Services
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