<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor Poem</td>
<td>3</td>
</tr>
<tr>
<td>Welcome Letter</td>
<td>4</td>
</tr>
<tr>
<td>Overview</td>
<td>5</td>
</tr>
<tr>
<td>Mentor, Mentee and Coordinator Roles and Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>Negotiated Agreement</td>
<td>8</td>
</tr>
<tr>
<td>Mentoring: 30 Topics For Discussion</td>
<td>9</td>
</tr>
<tr>
<td>Timeline</td>
<td>10</td>
</tr>
</tbody>
</table>
My Mentor, My Friend

-Poem by Theresa Genter

Thank you for allowing me
the opportunity
  to learn from you
  when I was seeking so much knowledge
  when I was asking many questions
you patiently listened and answered accordingly
never showing signs of frustration

Thank you for taking the time
to show me the necessary skills today
that will lead me with confidence into tomorrow
for believing in me and having enough faith
to share your work
  your dreams
  and your vision

Thank you for accepting me as I am
with all my eagerness
and my sheer joy over the little things...
you never tried to squelch that spirit in me
  Instead, you have encouraged that spirit
and for that, I do thank you

I realized the knowledge I need for work can be learned anywhere,
taught by most anyone
but the life skills I needed that go along with it...
  well, that would have to be taught by a very unique individual
with a very special gift for giving
a gift of patience and understanding
  that someone is you, my Mentor
and now, my friend
Dear Mentors and Mentees:

Welcome to the Professional Mentor Program (PMP)! Thank you for being part of our program. We look forward to assisting you in making this experience as pleasant and rewarding as possible. In doing so, we created this handbook to guide you through your mentoring relationship. Included in this booklet is an overview of the program as well as other information you may find useful.

We strongly believe in our mission statement: “To promote the academic, social and career development of mentees by providing them with a role model that will expose the student to a variety of professional and social customs which will further enhance their career development.” In addition, we have developed a philosophy that includes the Career Service Office whose role it is to make sure each and every mentor and mentee relationship develops into a worthwhile and enriching experience this academic year.

The PMP Kickoff will serve as a stepping-stone to a successful relationship. You will receive all program materials at this event. It is also important to note that any questions you may have can be answered at the Kickoff as well as anytime thereafter by the Career Services Office. The Kickoff is also a great time for each mentor and mentee to get acquainted and develop their negotiated agreement that will assist in setting goals for the program. We look forward to an exciting academic year!

Tom Kribben
Director, Career Services
School of Policy, Planning, and Development
Overview

The Professional Mentor Program (PMP) is a unique mentoring program pairing undergraduate and graduate students of the School of Policy, Planning, and Development (SPPD) with an experienced working professional for a negotiated period of time during the academic year. Mentors and mentees select each other based on common career and academic interests.

Mentors and mentees are encouraged to meet informally and at various SPPD program-sponsored events, including social gatherings, business-related symposia, and athletic events. Mentors serve as role models, offer advice on academic and career goals, and guide students as they begin to develop professional networks. Mentees explore their mentor’s professional life and network through office visits and other professional development functions.

The PMP program is NOT an employment placement program. Instead, PMP builds a mentor-student nurturing type of relationship to help students develop into well-rounded professionals. This program contributes to the student’s development, as s/he may need assistance in dealing with the challenges that come with beginning a new career.

The Career Services Office recommends that each mentor and mentee negotiate an agreement outlining goals, time commitments, and an agenda for the months ahead at one of the PMP Kick-Off Events in October. For each meeting after the Kick-Off Event, students should provide their mentor with a suggested agenda. Mentors are under no obligation to fulfill a student’s agenda; instead, the agenda is intended to create a dialog as mentors and students begin to plan together. Please watch your correspondence from our school, it identifies specific events that you might want to attend together. This office will make periodic inquiries throughout the semester to see how the mentor relationship is developing, as well as take a formal mid-point evaluation at the end of the Fall semester and a final formal evaluation at the conclusion of the Spring semester.

If you have any questions, please do not hesitate to contact:

The School of Policy, Planning, and Development
Career Services
University of Southern California
Ralph and Goldy Lewis Hall, 111
Los Angeles, CA 90089-0626
Telephone: (213)-740-0533
Fax: (213)740-7573
E-mail: losorell@usc.edu
Mentor, Mentee, and Mentor Coordinator Roles and Responsibilities

A Mentor:
- Provides a professional role model
- Is a good networker, great listener and facilitator
- Knows how and when to give feedback
- Sets high expectations
- Sets aside 2 to 3 hours per month to participate in the mentor program
- Holds the student accountable
- Provides a view of work through the eyes of a professional
- Gives access to someone who has been through college, job and family transitions
- Gives something back to the community
- Assist in career planning
- Gives feedback on observed performance
- Offers guidance in business customs
- Serves as a confidant
- Makes recommendations for advancement
- Fosters development
- Is a friend and teacher
- Builds self-esteem
- Helps design realistic goals
- Shares aspirations and dreams

A Mentee:
- Enters into the relationship to be mentored on careers and industries
- Agrees that this relationship is not entered into to find a job
- Is proactive and takes ownership of the relationship
- Sets aside 2 to 3 hours per month to participate in the mentor program
- Grows and thinks about planning for the future
- Takes advantage of someone’s knowledge, experience, and expertise
- Agrees to a no-fault conclusion of mentor relationship
- Is receptive to feedback and mentoring
- Respect time constraints
- Listens, thinks, questions, and strategize with the mentor
- Always RSVP’s attendance to the mentor
- Always RSVP’s to the Career Services Office when required for both the student and mentor
- Abides by additional mentor/student rules agreed to by both parties

SPPD Career Services Office will:
- Administer Program
- Communicate
- Negotiate
- Give feedback
- Plan events
- Solve problems
- Welcome ideas, suggestions and your thoughts
Negotiated Agreement

A negotiated agreement between mentors and mentees may help to alleviate many potential problems or issues over expectations and goals for this semester. At the Kick Off Event, we will complete and review the negotiated agreement and roles and responsibilities of both the mentor and mentee. Each party member can go back to this agreement to discern progress towards their goals and one can always add goals throughout the year.

The following are suggested topics to be included in the negotiated agreement:

- Specific roles of the mentor and mentee
- Explicit description of skills to be learned and practiced
- Types of activities that will provide this practice
- Agreements on time and frequency of meetings and feedback sessions
- Confidentiality parameters
- No-fault termination clause or discussion
Mentor and Mentee Negotiated Agreement

We are voluntarily entering into a mentoring relationship that we expect to benefit both the mentor and mentee. We want this to be a rich, rewarding experience with most of our time together spent in substantive career development activities. To minimize the administrative details we have noted these features of our relationship.

Confidentiality___________________________________________________________
_______________________________________________________________________

Frequency of meetings__________________________________________________
_______________________________________________________________________

Approximate amount of time to be invested by
Mentor________________________________________________________________
_______________________________________________________________________
Mentee__________________________________________________________________
_______________________________________________________________________

Specific role of the
Mentor_______________________________________________________________
_______________________________________________________________________
Mentee__________________________________________________________________
_______________________________________________________________________

Additional points_______________________________________________________________________
                                                                

CHECKLIST

☐ We have discussed the mentoring experience as further opportunity to develop the mentee’s professional skills.
☐ We have discussed your commitment to the program including your availability for meetings and activities.
☐ We have discussed

                                                                

☐ We have agreed that our next meeting will be

Date _____________    Time ________

Mentor _________________    Mentee _________________

Date _________________    Date _________________

*Adapted from Beyond the Myths and Magic of Mentoring by Margo Murray.
Mentoring
30 Topics of Discussion

1. Set your mentoring goals together.
2. Go out for dinner together.
3. Socialize with other mentors and mentees.
4. Give a tour of your current job.
5. Talk about your very first job.
6. Talk about planning a career.
7. Plan a career.
8. Get together with friends from work.
9. Take tours of friend’s jobs.
10. Sit in on some seminars.
11. Work on applications together.
12. Explore scholarship options.
13. Work on a resume.
15. Do a pretend job interview.
16. Talk about how to look for a job.
17. Talk about where to find a job.
18. Find a summer job.
19. Set up a work internship.
20. Talk about networking.
21. Talk about what it takes to get ahead.
22. Talk about balancing work and life.
23. Talk about balancing an office budget.
24. Talk about living within one’s means.
25. Participate in a charity event.
26. Write “thank you” notes.
27. Talk about public speaking.
28. Talk about personal values.
29. Talk about the future.
30. Talk about the benefits and dangers of social networking sites.
### Professional Mentor Program (PMP) 2009-2010 Timeline*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Tue, Aug 18th</td>
<td>Mentor Applications Open</td>
<td></td>
<td>Via Email</td>
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<tr>
<td>Fri, Sept 4th</td>
<td>Mentor Applications Close</td>
<td></td>
<td>Via Email</td>
</tr>
<tr>
<td>Tue, Sept 8th</td>
<td>Mentee Applications Open</td>
<td></td>
<td>Via Email/Career Services Newsletter</td>
</tr>
<tr>
<td>Tue, Sept 22nd</td>
<td>Mentee Applications Close</td>
<td></td>
<td>Via Email</td>
</tr>
<tr>
<td>Mon, Oct 5th</td>
<td>Kick Off Event**</td>
<td>6-8 PM</td>
<td>Radisson Hotel*** West Wing</td>
</tr>
<tr>
<td>Wed, Oct 7th</td>
<td>Kick Off Event**</td>
<td>6-8 PM</td>
<td>Radisson Hotel West Wing</td>
</tr>
<tr>
<td>Tue, Oct 13th</td>
<td>SPPD Fall Networking Night</td>
<td>6-8 PM</td>
<td>Radisson Hotel Ballroom</td>
</tr>
<tr>
<td>Thurs, Jan 14th</td>
<td>Spring PMP Welcome Back Dessert Reception</td>
<td>6-8 PM</td>
<td>Radisson Hotel Ballroom</td>
</tr>
<tr>
<td>Thurs, Feb 4th</td>
<td>SPPD Spring Networking Night</td>
<td>6-8 PM</td>
<td>Radisson Hotel Ballroom</td>
</tr>
<tr>
<td>Thurs, Apr 15th</td>
<td>SPPD Spring Appreciation Luncheon</td>
<td>11:30AM-1:30PM</td>
<td>Radisson Hotel Ballroom</td>
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</tbody>
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* SPPD PMP Timeline is subject to change
** Mandatory Kick Off Event: Mentors and their mentees must attend one of these dates
*** Radisson Hotel Address: 3540 South Figueroa Street, Los Angeles, CA 90007