

## **Guidelines for Mentees (DF) Mentoring Program**

### **Objectives:**

The Mentoring Program provides valuable field experiences in various professions that contribute to the professional growth of EWC participants. The participant will learn about the “work culture” and “work environment” in his/her mentor’s profession and gain insights about the operation of a business or organization. The mentoring experience allows the participant to observe and apply leadership, organizational, and communication skills in a multicultural environment. By the end of the program, the participant will have a better understanding of the work ethics of his/her mentor’s profession, the modes of communication and leadership in the work culture, and the challenges and rewards of his/her mentor’s profession.

Many mentors know very little about the East-West Center, so if you have time, please introduce them to the Center. We encourage you to invite your mentor to EWC events and activities as well.

### **Expectations for Students:**

If you agree to participate in the mentoring program, you are making a commitment to act in a professional manner and are accepting the responsibilities and obligations required for successfully completing the program. First and foremost, you are representing the Center in our local community so please be responsible and professional at all times. We also require you to complete a short online evaluation form at the end of the semester. We will remind you of this obligation by email, please complete your evaluation in a timely manner.

Make the initial contact with the mentor and work out arrangements for the initial meeting. The initial contact should be made as soon as possible, so that you will have adequate time to complete a successful mentoring program. You are expected to have a minimum of **12 contact** hours with the mentor during the Semester. The time arrangements will be worked out in a mutually agreeable fashion between you and your mentor. For example, you may meet once a month for a full day of interaction or you may meet for half days twice a month. The scheduling is up to you two. To facilitate the scheduling, please inform the mentor of your course schedule and other weekly obligations during your first meeting. You are advised to inquire about your mentor’s work schedule and any traveling arrangements. Also, prepare a list of the 10 things you want to learn from your mentor so that the mentor can prepare/organize the appropriate resources.

Be considerate about your mentor’s busy work schedule and insure you make all appointments on time. Of course, you should get your own transportation to go to the mentor’s office, perhaps using Oahu’s award-winning public bus system or taxi/ride-share. To find out about bus routes and schedule, check out The Bus website <http://www.thebus.org> or call The Bus Information Line at 848-5555.

Be flexible. We do not have a cookie cutter formula for how to arrange for a successful mentoring experience. So be flexible and adaptable to the situation and with the mentor you are assigned.

Clarify your expectations with the mentor. When you first meet with your mentor discuss your interests and what you would like to learn through the mentoring arrangement. This will allow each of you to determine how the mentoring arrangement will be most productive and valuable for both of you.

Ask questions that will help you to understand the background to issues being discussed and decisions being made. Remember that though you are “shadowing” your mentor, you are not a passive learner; you must put efforts into learning the most that you can from this situation.

Inform the Mentoring Program staff promptly if the match is not working. If you discover that the mentor match is not working (e.g. the chemistry is wrong, the mentor cannot provide the professional advice you are interested in), please let us know as soon as possible, so that we can try to work out an alternative mentoring arrangement.

Finally, you are required to fill out an evaluation form at the end of the Mentoring Program to share your feedback and tell us how the mentoring program can be improved. You should also make sure you send your mentor a "Thank you" card at the end of the program.

If any questions or concerns come up during the course of your mentoring experience, please be sure to let us know. Our contact information is as follows:

Mentoring Program  
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