

Guidelines for Mentors (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, organization, 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.

Expectations for mentors:

- ❖ Be flexible. We do not have a cookie cutter formula for how to be a successful mentor. So be flexible and adaptable to the situation and with the student you are mentoring.
- ❖ Provide substantive professional advice and guidance to the student. This is not a working internship type arrangement but rather a shadowing arrangement where the student will have the opportunity to see what actually happens in your office. The initial meeting will be with you as the mentor. Subsequent meetings might be with other relevant members of your staff and/or attending meetings where office issues are discussed.
- ❖ Meet with the assigned student several times during the semester. It is expected that the student will have a minimum of **12** contact hours with the mentor. The time arrangements will be worked out in a mutually agreeable fashion between the mentor and the student. 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 and the student.
- ❖ Provide appropriate background information to the student so that he or she will be able to grasp the context for a meeting or decision. Also build in time for debriefing at the end of a day or partial day of interaction.
- ❖ Provide appropriate referrals. As you get to know the student, you may want to suggest other professionals who could beneficially advise the student. These other professionals may be in your office or elsewhere. Please take the lead in contacting these individuals and making the initial arrangements for meeting the student.
- ❖ Inform the Mentoring Program staff promptly if the match is not working. If you discover that the student match is not working (e.g. the chemistry is wrong, the student is not really interested in what you have to offer).
- ❖ Attend the thank you luncheon in which you can meet other mentors/ professionals and the Mentoring Program staffs.
- ❖ Finally, you will fill out an evaluation form at the end of the Mentoring Program to share your feedback and tell us how the mentoring program could be improved.

If any questions or concerns come up, please be sure to let us know. Our contact information is as follows:

Mentoring Program
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