

USC Architectural Guild Mentor Program: Mentor and Mentee 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
- Is accessible
- 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
- Assists in career planning
- Gives feedback on observed performance
- Offers guidance regarding business customs
- Serves as a confidant
- 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 regarding career decisions and life
- Agrees that the relationship is not entered into to find a job
- Sets aside 3 to 4 hours per month to participate in the mentor program
- Grows and thinks about planning for the future
- Proactively takes advantage of mentor's knowledge, experience, and expertise
- Agrees to a no-fault conclusion of mentor relationship
- Is receptive to feedback and mentoring
- Respects time constraints
- Listens, thinks, questions, and strategizes with the mentor
- Always RSVPs attendance to the mentor
- Abides by additional mentor/student rules agreed to by both parties

Program Overview

The Mentor Program is a unique mentoring program pairing an undergraduate and graduate student of the USC School of Architecture with a working professional for a negotiated period of time during the academic year. Mentors and mentees are matched based on common career and academic interests, as well as other experiences.

Mentors and mentees are encouraged to meet informally and at various USC School of Architecture and Architectural Guild 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.

Things to Remember

- The Mentorship Program is NOT an employment placement program. Instead it builds a mentor-student nurturing relationship to help students develop into well-rounded professionals. This program contributes to the student's development, as he/she may need assistance in dealing with the challenges that come with beginning a new career.
- Each mentor and mentee pair negotiates an agreement outlining goals, time commitments, and an agenda for the months ahead. Students should provide their mentor with a suggested agenda.
- Mentors are under no obligation to fulfill a student's agenda to the letter; instead, the pair should plan their own path forward and create their dialog together.
- Mentors and mentees should pay attention to School of Architecture and Architectural Guild correspondence for events that might be mutually interesting opportunities to get together.
- The Mentor Program does not require any particular get-togethers, as each pair should determine what works best for their interests and schedules.
- The Architectural Guild and Student Affairs are available should any problems arise regarding the mentor-mentee relationship.