



American Institute of Chemical Engineers

**Mentorship Program
Guideline and Handbook
Fall 2019 – 2020**

Table of Contents

1) Program Overview	2
2) Mentor Guideline	3
3) Mentee Guideline	4
4) Program Schedule	5
5) Contact	6

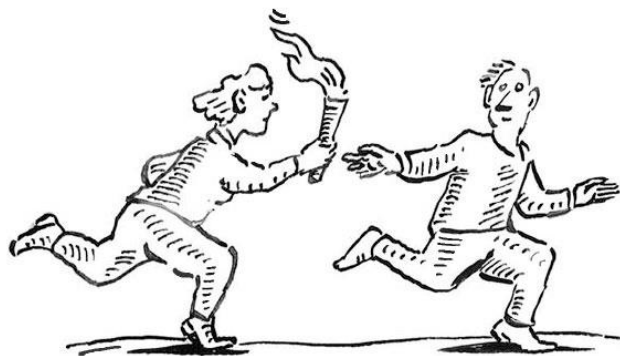
Program Overview

The purpose of the AIChE mentorship program is to provide an opportunity for club members to build friendships, exchange information and learn how to navigate the path of being a UCR student.

Mentors offer incredibly valuable experience and information to Mentees regarding academics, networking, undergraduate research and more.

Any paid member is welcome to participate as a Mentee in the program, regardless of major or year!

Mentorship positions are reserved for members in their third year of university or higher.





Mentor Guideline

- Offer advice, information, and guidance to Mentee(s) on how to deal with undergraduate affairs such as academics, research, networking, campus life, etc.
- Talk or meet with Mentee(s) via text, email, call, skype, discord, etc. at least once a week during the program, and during all possible AIChE Mentorship events.
- Be open minded and patient with the Mentee(s).
- Give effort in guiding your Mentee(s), respond to them, reach out to them, and do your best to connect with them.

Example of questions you can ask a Mentee

- What classes are you taking this quarter? Are you worried about any of them?
- Are you looking to get into any extracurricular activities, like research labs, student orgs, etc.?
- Why did you choose your major and what is your career goal?
- How has UCR been for you? Tell me about your experience here so far.
- Why did you decide to participate in the Mentorship Program?
- Can you tell me more about yourself? What are your hobbies? Where are you from? Are you interested in any other clubs?





Mentee Guideline

- This program is what you make of it, make a sincere effort to connect with your Mentor and participate in the program.
- Talk or meet with your Mentor via text, email, call, skype, discord, etc. at least once a week during the program and during all possible AIChE Mentorship events.
- Ask many questions and do not be afraid to ask for advice for anything.

Example of questions you can ask a Mentor

- How do I deal with _____ class?
- How can I participate in undergraduate research?
- How or where do I network?
- How can I improve my resume?
- What can I do to manage my time better?
- What did you do to succeed as a student?
- What are some of the biggest mistakes you have made as a student? What can I do to avoid it?
- Why did you choose your major and what is your career goal?
- How has UCR been for you? Tell me about your experience here so far.
- Can you tell me more about yourself? What are your hobbies? Where are you from? Are you interested in any other clubs?



Program Schedule

Week	Activity (subject to change)
1	Welcome week, no activity
2	Mentorship Program sign up and meeting
3	Mentee and Mentor Pairing, contact exchange
4	No official event, Mentors and Mentees should stay in contact and talk during meetings
5	No official event, Mentors and Mentees should stay in contact and talk during meetings
6	Mentorship Social
7	Professional Development Resume Workshop, Mentors oversee Mentee resumes
8	No official event, Mentors and Mentees should stay in contact and talk during meetings
9	Mentorship “couples trivia challenge”
10	Program Feedback

Contact

If you run into any complications during the program, do not hesitate to contact me via email or in person. Don't be afraid to ask questions!

Some topics for contact may include:

- Mentor - Mentee match change
- Trouble contacting Mentor/Mentee
- Questions regarding program schedule
- Questions on how to better connect with your Mentor/Mentee

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