

Session 1 of 3: (15-20 Minutes)

Introductions

Desired Outcomes:

- **Practicing the “how to” of conversation starters and why they’re important**
- **Discovering how to begin to know someone in the context of forming a mentoring relationship**
- **Becoming aware of some of the key benefits of mentoring**
- **Learning the difference between mentoring relationships and other sorts of teaching relationships**
- **Exploring the connection between your areas of study, interests and passions and potential career pathways**

Possible questions to ask your mentor:

1. What are some of the things you do, and what are the responsibilities of your work?
2. What is it you like most about your work?
3. Are there things you find difficult about your work?
4. How did you get started in your field?
5. What was your day-to-day life at work like early on? How has that changed over time?
6. What was one (or more) of the “big breaks” or steps that helped you to be doing what you are doing now?

Wrap-up reflections for both mentors and students:

1. What surprised me about our first mentoring session? Why?
2. What new ideas have I had as a consequence of this conversation?

Next appointment date and time:

Technology Platform agreed for use:

Session 2 of 3: (30 minutes)

Career Journeys: How do you get there from here? How to develop professional communities and an expertise

During this session mentors and students can invent an imagined position or select an existing position the student might like. The student will then prepare a cover letter or biographical sketch for this 'position' to be sent to the mentor before Session 3.

Desired Outcomes:

- Gain insight into the nature of personal paths toward success
- Understand the importance of developing your interests and networks
- Learn skills of creating and nurturing a professional support network
- Create a document designed to introduce yourself to a potential employer

Possible questions to ask your mentor:

1. How did you get your first couple of positions? Did those positions seem relevant to your career path then? Looking back, do they seem relevant to your career path now?
2. What does your work-network look like?
 - a. Professional organizations and societies
 - b. Practice groups
 - c. Informal and formal mentoring networks
3. What kinds of continuing education do you do to develop and hone your expertise?

Assignment for students:

Work with your mentor to invent an imagined position or select an existing position, for which you will write a cover letter or biographical statement. Send that document along with your most recent resume to your mentor **at least two days before** your next appointment.

Wrap-up reflections for students:

1. What is the value of work relationships to your life and career? Do you see that value in a different light because of your conversations with your mentor?
2. What two things can you do before the end of the current semester to deepen your connections to people and networks that want to be helpful as you plan your career?
3. What is important for you to include in your biographical statement or cover letter?

Next appointment date and time:

Technology Platform:

Session 3 of 3: (20-30 minutes)

Following up and taking action

Desired Outcomes:

- **Review and strengthen biographical sketch or cover letter**
- **Understand the importance of developing, nurturing and sustaining a strong network**
- **Develop two new network connections**

Possible questions to ask your mentor:

1. What do you think were some critical decisions you've made in your career, and did you always know that they were critical at the time?
2. Did you have a plan from the start, and what came later?
3. How do you work to create new connections? What works for you, and what do you find less effective?
4. Once you have a new connection, what practical things do you find help you get the most out of the connection?
5. Once you have a new connection, how do you help make it be a two-way street?

Assignment for students:

Write a thank you note to your mentor that outlines these reflections and thanks them for being a part of your network. Use stationary. Make sure you have a mailing address for your mentor so you can send it directly to them – this is not an email!