

MBA Alumni Mentorship Program

A program of
The Gordon E. Crosby, Jr., MBA Program



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College of Business
University of Missouri

You're Invited!

As a graduate and friend of the MU College of Business, we need your insight, guidance, and passion.

The Alumni Mentorship Program (AMP) is a mentoring program to foster MBA student growth, professional development, inspiration, support, education, sharing of wisdom, networking, and connections. With your assistance, AMP serves as a forum where MBA students can learn real-world business practices under the guidance of seasoned business professionals. By sharing your valuable experience with MBA students, you, in essence, help define and shape their future.

What is the Purpose of AMP?

The relationships are intended to:

- Be professional in nature;
- Help students transition from an academic environment to the world of work; and
- Offer an opportunity for professional development, networking, and an exchange of ideas between experienced professionals and the next generation of leaders.

How Much Time Should You Be Willing to Invest?

AMP will be launched during the Spring Semester. We expect to confirm 30-40 mentor/mentee matches. The duration of this program will be from February 16 - May 8, 2009.

We are asking that all student mentees initiate contact with their new mentor shortly after their notification (around Feb 13) and arrange an initial face-to-face meeting in their mentor's city (Missouri), sometime between Feb 16-20. If the mentor is located outside the state of Missouri, these requirements will be waived.

Thereafter, flexible in nature, we do not set any rules on how much time you should spend with each other nor do we specify how frequently you should meet. Every situation depends on what the mentor and student decide. For example, one pair might initially meet once face-to-face and engage in regular email and telephone contact thereafter. Another pair might meet once a month and simply email or telephone occasionally. The more important factor is that the schedule is understood and agreed upon by both you and the mentee.

But again, we are requiring that all mentors and mentees meet initially face-to-face sometime between Feb 16-20, 2009, to kickoff their new relationship!

AMP Timeline Spring 2009 Semester

January 30	Mentor Applications Due
February 13	Mentor and Student Matches Confirmed (<i>email notification will be sent to all participants</i>)
week of February 16	Kickoff! Mentor and students may begin working together (<i>students are expected to initiate contact with mentors and to arrange a first face-to-face meeting in the mentor's city between Feb 16-20</i>)
May 8	Program Ends/Program Evaluation

Mentor Roles

To ensure a successful interaction, mentors and students should adhere to the following basic principles, values, and characteristics:

- High personal standards
- Problem-solving skills
- Active listening skills
- Respect and trust
- Enthusiasm
- Communication skills
- Positive attitude
- Responsibility and commitment
- Patience, flexibility, and empathy

Rewards of Being a Mentor

- Gain personal satisfaction from making a difference in the life of a motivated and ambitious MBA student
- Maintain contact with the College of Business MBA Program and strengthen the overall quality of the program
- Increase recruiting opportunities and gain recognition for your company by building a network on campus that consists of students, faculty, and career management staff
- Being involved in the preparation of business professionals who may be future colleagues in your profession or organization
- Reflect upon your own career by sharing experience and knowledge with a current student interested in your field

What are the Expectations of Mentors?

- Discuss your needs and expectations
- Discuss both your goals and objectives for the relationship
- Establish the proper methods for communication (phone, email, meetings, etc.)
- Work with the student to help his or her development and establish realistic and obtainable goals
- Create an open and comfortable environment. Trust, respect, and openness are essential to a strong relationship, while confidentiality and integrity are requirements for success
- Offer suggestions and feedback
- Keep the student aware of his or her progress
- Be committed to serve as a resource to the student
- Encourage your student to explore new areas
- Follow up on commitments made to the student

- Contact the student if you are unable to attend scheduled meetings and/or conference calls
- Discover common ground and respect your differences
- Be yourself and be flexible
- Be a good listener
- Be available to meet, email, or talk a couple times per month
- Contact the student if you have not heard from him or her in awhile
- Keep an open mind, have fun, and enjoy yourself!
- Contact program staff if there is a concern with the mentor relationship. We would certainly like to hear about any issues early on, before they evolve to problems

What do Mentors and Students Do Together?

- Become acquainted; discuss your backgrounds and get to know each other
- Engage in career conversations, including:
 - Describing honestly the steps you have taken in your career. What has been successful for you and what would you have done differently
 - Discussing and listing student's talents, skills, and interests
 - Discussing how the mentor's personal and professional goals align
 - Searching the internet together for job resources and other information related to your field
 - Discussing how individual work values impact career choices
 - Discussing the professional standards that exist in your field
 - Discussing the transition from school to work
 - Discussing office politics: work issues and dynamics which are often transparent on the surface
- Critique the student's resume and cover letter, discuss interview techniques, and provide internship and/or job search tips
- Give student role playing activities for certain situations (e.g., mock interview, go to lunch and discuss proper business etiquette)
- Give feedback on course assignments, including MBA Consulting Projects
- Attend company meetings, project planning sessions, professional association chapter meetings, MU MBA Alumni Happy Hour in your city in the Spring, or other social events together
- Meet for coffee, lunch, or dinner
- Introduce student to other professionals
- Involve the student in a project
- Offer student a company tour or provide the opportunity to "shadow" you for a day

Please complete a **Mentor Application Form** online at <http://careerservices.missouri.edu> no later than January 30, 2009.

Thanks for your support!



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