

MBA Alumni Mentorship Program

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



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College of Business
University of Missouri

The Alumni Mentorship Program (AMP) is a program to foster MBA student growth, professional development, inspiration, support, education, sharing of wisdom, networking, and connections. AMP serves as a forum where students, who are at least in their second semester of the MU MBA Program, can learn real-world business practices under the guidance of seasoned business managers, many of whom are MU alumni.

What is the Purpose of AMP?

The relationships are intended to:

- Be professional in nature,
- Help you make the 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, such as yourself.

AMP Timeline Spring 2009 Semester

February 4	Mentee Applications Due
February 13	Mentor and Mentee 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>you 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

How Much Time Should I 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 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, sometime between Feb 16-20. To offset any travel expenses, we will be issuing a one-time \$75 grant to all mentees who will be traveling to meet with their mentors outside of Columbia. If your mentor is out of state, this requirement 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 mentor.

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!

Mentee Roles

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

- High personal standards
- Active listening skills
- Enthusiasm
- Positive attitude
- Strict Confidentiality
- Problem-solving skills
- Patience, flexibility, and empathy
- Responsibility and commitment
- Effective communication skills
- Professionalism

Mentee Responsibilities

A successful mentee is motivated and assumes responsibility for his or her own professional development and growth. Mentees are committed to respect and value their relationships with mentors.

As a mentee you should:

- Initiate contact with your mentor and establish guidelines for future communication
- Learn about specific jobs, career paths, corporate cultures, and industries
- Receive advice related to your career path
- Accept advice and feedback without becoming defensive
- Communicate with your mentor on a regular basis
- Be realistic about the expectations you place upon your mentor
- Understand your mentor's expectation of you
- Plan and set the agenda for each meeting with your mentor
- Explore opportunities presented to you by your mentor
- Regularly thank your mentor for his/her time!

What do Mentors and Students Do Together?

- Become acquainted--discuss your backgrounds and get to know each other
- Engage in career conversations, including:
 - Learning the steps your mentor has taken in their career. What has been successful for them and what would they have done differently
 - Discussing and listing your talents, skills, and interests
 - Discussing how your personal lifestyle and professional goals complement each other
 - 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 their field
 - Discussing the transition from school to work
 - Discussing office politics; issues that are often transparent on the surface
- Attend company meetings, project planning sessions, professional association chapter meetings, Spring MU MBA Alumni Happy Hours, or other social events together
- Meet for coffee/ lunch/ dinner

How do I apply?

Ideally, we would like to match every MBA student with a mentor; however, this will depend on the demand and the availability of mentors who might best fit and benefit your personal profile, professional needs, and aspirations.

Please complete a **Mentee Application Form** online at <http://careerservices.missouri.edu> no later than **February 4, 2009**.

Good Luck!



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- Mentors often introduce mentees to other professionals
- Mentors can provide feedback on course assignments
- Ask your mentor for feedback on your resume and cover letter, discuss interview techniques, and learn internship and/or job search tips
- Mentors occasionally give students role playing activities for certain situations (i.e. mock interview, go to lunch and discuss proper business etiquette)
- Mentors sometimes involve the student in a project
- Attend a company tour or "shadow" your mentor for a day
- Learn how your MBA education can help you. Ask questions on how MBA graduates are employed by your mentor's company and industry and what career paths are available. If the mentor's company has a recent MBA grad or another alumni with whom you can talk, suggest that person join your group

Rewards of Being a Mentee

- Learn about an industry and/or organization by talking to a practicing executive
- Gain insight into the day-to-day work in a field of interest
- Obtain knowledge that helps define internship and career goals
- Explore specific corporate career paths with someone in the work force
- Have a confidant you can talk to about your concerns or ideas
- Receive guidance, advice, and encouragement on issues such as career planning, conducting a career search, balancing work and family, or perhaps being a woman in the business world
- Gain access to networking opportunities through events planned by students and mentors
- Understand the relevance of academic studies to the business world
- Practice networking and communication skills when meeting new people