

Mentoring Undergraduates attending the University of Colombo Science Faculty

Process

In order to be a successful Mentoring program, you need two persons willing to participate. A Mentor and a Mentee. Hence it's important that the students be made aware of the Mentoring program and the benefits, and the Mentoring process. The University of Colombo Science Faculty 1974 Batch Association members must be committed in providing the service.

To enable to facilitate the Mentoring program the following steps should be completed.

A Mentoring committee should be formed ideally with three persons to manage the mentoring program. The committee will be responsible for seeking interested Mentees, seeking Mentors and matching Mentees to Mentors. Monitoring progress and providing assistance. Maintain records of the Mentoring Program.

A meeting with all the students with at least one Mentor or a person who could communicate with the Sponsored Undergraduates the value of Mentoring, the process of matching a Mentor to a Mentee and the responsibilities and expectations of Mentors and Mentees.

Initially, the committee members of University of Colombo Science Faculty 1974 Batch should be given the opportunity to be a Mentor. If sufficient committee members are not interested in mentoring then the option should be made available to all financial members of the association.

Guidelines and Applications forms for both Mentors and Mentees should be prepared and a database setup to keep a record of Mentoring.

Responsibilities and expectations of a Mentor

Mentoring is about the Mentee and not the Mentor. Be focused on the Mentee and working with the Mentee on the Mentee's needs. It's ok to share your experiences in life but avoid over doing it. You do not share your burdens unless you feel it is relevant and may assist the Mentee.

One of the most important steps is to help the Mentee to understand and define his or her goals. The person may know that they need help but may not be able to scope their need. Agree on a timeframe you are going to work with the person and it should have clear end date. Make sure each of those goals are "SMART"—specific, measurable, achievable, realistic and time-bound.

Get a clear understanding of the relevant back ground of the person and the goals. The resources the person has access to. Who are or have been the Mentee's influencers. What are their roles in the person's life? This may give some context to the goals and directions the

Mentee wishes to achieve. Remember that the Mentor is not resolving relationship issues; the main focus is on the Mentee's career.

Have an open mind in problem resolution. Be prepared to change or modify your thoughts as the goals are defined and the path to achieve the goal is formulated. Mentor's role is to help the Mentee to achieve their goal and the Mentee is responsible to achieve the goal.

The Mentor must use good listening skills. Ask questions to clarify the Mentee's perspective and encourage the Mentee's own thinking on the challenge at hand, rather than trying to jump in and solve it before the Mentee has finished explaining the Goal.

The Mentor should build a relationship of trust and respect with the Mentee in a professional manner. Whatever Mentor's feelings, values or experience is, the Mentee's values, feelings should be respected. The Mentor should maintain confidentiality of any information gathered during the Mentoring and after the Mentoring is completed.

The Mentor must clearly communicate to the Mentee's, the Mentor's commitment to respect and confidentiality.

Mentor should use other resources when the Mentor's requires expertise that the Mentor does not possess, however when you as the mentor refers the Mentee to others Mentor should continue to be the responsible Mentor.

Responsibilities and expectations of a Mentee

The Mentee has to be open and honest at all times with the Mentor.

Mentor is not the person to resolve the Mentee's issues however is a resource to assist the Mentee to clarify the goals of the Mentee and develop a plan to achieve the goals.

Mentor will not get involved in relationship issues but will be focussed on the Mentee's career goals.

Mentor and Mentee will maintain confidentiality of all their discussions.

Mentee will have regular meetings as agreed with the Mentor either face to face, over the phone or using video calls.

Mentee should provide feedback to the Mentor and if Mentoring is not adding value has the option of terminating the Mentoring and discussing with the Mentoring committee.

Application to join the Mentoring Program

Name of Mentee :- _____

Email - _____

Phone No:- _____

Do you use any of these systems?

Whats up :- _____

Viber :- _____

Skype :- _____

Other _____

Year joined the Science Faculty :- _____

Subjects Selected :- _____

Future Education intentions :- _____

Life Goals :- _____
