

Handbook
The Pennsylvania State University
Electrical Engineering Department
Mentoring Program



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1. Purpose of this Document

This handbook provides an overview of the mission and conduct of the Electrical Engineering Department Mentoring Program.

2. Program Description

Mission

The mission of the Electrical Engineering Mentoring Program is to facilitate the professional development of Electrical Engineering students by providing these students with guidance, counsel and networking opportunities.

Overview

The Electrical Engineering Department and the Society of Penn State Electrical Engineers (SPSEE) jointly sponsor the Electrical Engineering Department Mentoring Program. The program provides students with opportunities to interact with Electrical Engineering alumni on a one-to-one basis and to receive advice and recommendations related to the academic and professional development of the student.

Roles and Responsibilities

The roles and responsibilities of the Electrical Engineering Department Mentoring Board, as well as those of Students, and Mentors, participating in the mentoring program are as follows:

Electrical Engineering Department Mentoring Committee

The Electrical Engineering Department Mentoring Committee is responsible matching students and alumni mentors to maximize the benefits of the mentoring process. The Mentoring Committee is composed of at least one Electrical Engineering Department faculty member, one SPSEE alumni board member, and one senior Electrical Engineering student who has experience participating in the program (exception is the inaugural year).

Students

All Electrical Engineering Department undergraduate and graduate students are eligible to participate in the mentoring program on a voluntary basis.

Mentors

Alumni mentors are members of the SPSEE and serve on a voluntary basis. Individuals who are not members of the SPSEE may participate in the program as mentors if granted an exception by the Electrical Engineering Department and the SPSEE.

3. Mentoring Process

The Electrical Engineering Department mentoring program consists of the three primary phases shown in Figure 1.

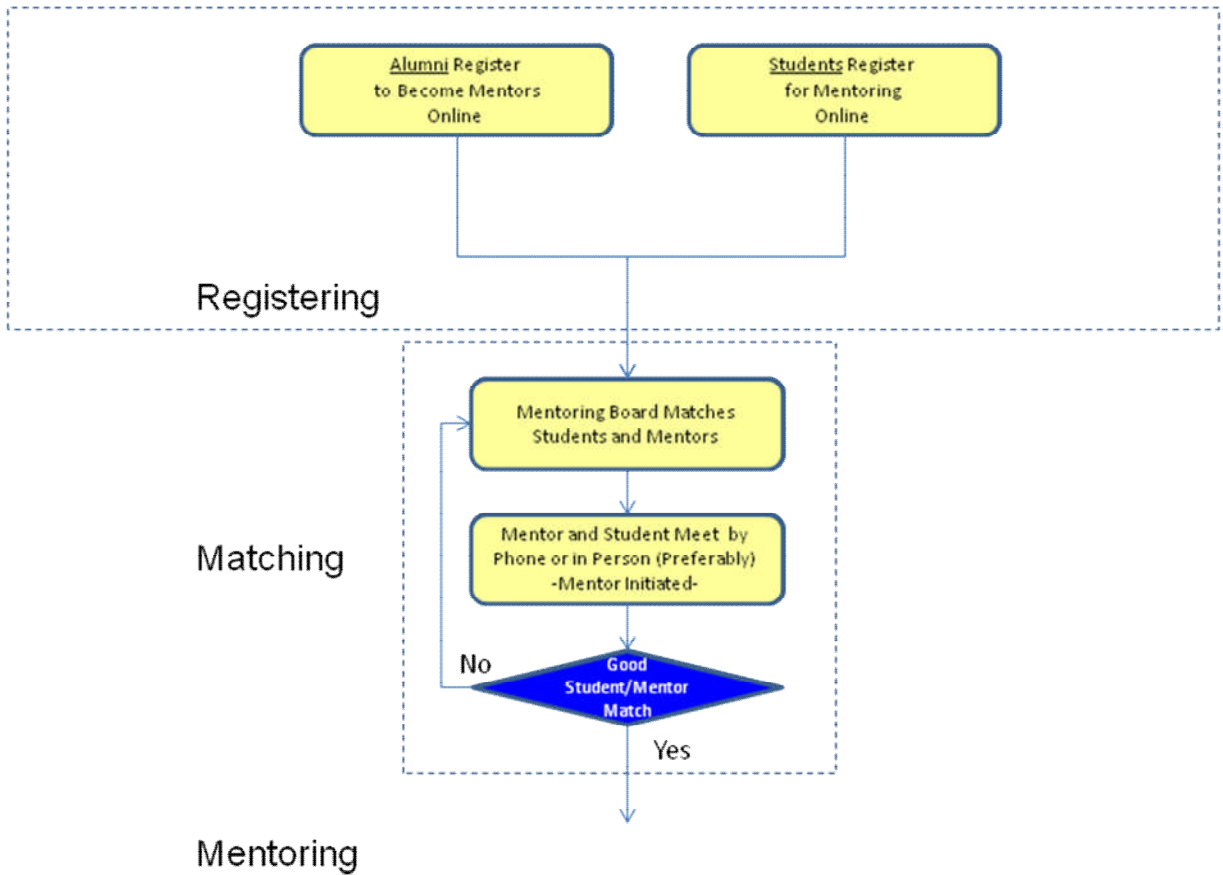


Figure 1: Mentoring Process

Registering

Both students and mentors must register as follows to participate in the Electrical Engineering Department Mentoring Program:

Students

A Student begins the process of obtaining a mentor by registering at Department office by providing contact and background information such as address and telephone number, academic pursuits, personal and professional interests. Information provided by the student is used to identify a mentor with a background and interests consistent with those of the student.

Mentors

SPSEE members can volunteer to be mentors. To assist in matching mentors and students, mentors provide contact and background information similar to that requested of the students.

Matching

The Electrical Engineering Department Mentoring Committee analyzes registration information submitted by students and alumni to define optimum student-mentor matches. Subsequently, the Board notifies both the student and mentor of their match and provides them with each other's background information. It is the responsibility of the student to arrange an initial meeting with the mentor either by telephone or in person (preferably). The student should contact the mentor within one week of receiving the mentor's background information and arrange for an initial meeting within no more than two weeks of receiving the mentor's background information.

During the initial meeting, the student and mentor should assess their satisfaction with their matches. If the student and/or mentor do not feel the match is appropriate, the Electrical Engineering Department Mentoring Committee is notified and a new mentor is matched with the student.

Mentoring

The mentoring phase of the Electrical Engineering Department Mentoring Program is continuous and lasts as long as the mentor and student want to maintain the relationship. However, at the end of the first year of the mentoring relationship, the student and mentor are asked to submit a satisfaction survey to the Electrical Engineering Department Mentoring Board. The Board will review the student-mentor relationship and consider re-matching if that relationship has not met expectations.

The success of the mentoring phase is highly dependent on the relationship between the student and mentor. Face-to-face mentoring meetings and joint participation of the student and mentor in appropriate social or professional events strengthen this relationship. Additionally, it is critical to the success of the mentoring process that the student asks questions and shares professional interests and goals.

4. Schedule of Key Activities

A summary of the key activities and milestones for the Electrical Engineering Department Mentoring program is provided in Table 1.

Action	Responsibility	Timing
Alumni Mentors Register	Electrical Engineering Department Alumni	Continuous
Student Orientation to Mentoring Program	Electrical Engineering Department and SPSEE Board of Directors	August
Students Register	Student	Continuous
Students-Mentors Matched	Electrical Engineering Department Mentoring Board	Continuous
Submit Annual Satisfaction Survey	Student-Mentor	Not later than one year following initial student-mentor match.

Table 1: Key Program Milestones

Appendix A – Reference Documents

The following documents are posted online at

<http://www.ee.psu.edu/AlumniFriends/MentoringProgram.aspx> to assist potential mentors and students:

Guidelines for the Student

A guide designed to assist students in developing and effectively utilizing the mentoring relationship. Included are sample questions the student might ask during the early stages of the student-mentor relationship.

Guidelines for the Mentor

Describes the role of a mentor and summarizes best practices employed in developing an effective student-mentor relationship.

Alumni-Student Mentoring Program Goals and Action Plans - Form and Guidelines

A form used (optional) by students and mentors to 1) identify specific goals of the mentoring relationship and 2) detail an action plan to achieve those goals including guidelines and examples.

Satisfaction Form (Feedback on Mentoring Relationship)

A form prepared annually by a student and their mentor to assess the level of satisfaction with the student-mentor match and the conduct of the relationship. If the student and/or the mentor are not satisfied, the relationship will be reviewed for reassignment.

Mentoring Handbook

The Mentoring Handbook outlines the mission and conduct of the Electrical Engineering Department Mentoring Program. This handbook identifies the responsibilities of those involved in the mentoring process and describes the three key elements of the mentoring program –Registering-Matching-Mentoring.

The End.

Acknowledgement: This document based on framework provided by the Penn State Engineering Alumni Society.