

# SWE HA Mentorship Program

Mentoring is one of the SWE core values. In line with this, the goal of this program is to connect young and experienced professional members of the SWE Houston chapter. This year's program is expected to run from October 2020 to June 2021. This opportunity is only available to SWE-HA members.

## Program Outline

- **Goal/Vision**
  - To provide an open and candid forum for SWE HA Young Professional members to gain insight from experienced SWE members, that will help develop their engineering identities and sense of belonging to the SWE community.
- **Expectations**
  - Professionalism
  - Inclusion
  - Participants must adhere to the [SWE Code of Conduct](#)
  - Willingness to invest the time/effort in the relationship throughout the entire mentorship period
- **Eligibility Requirements**
  - Must be a current SWE member registered to Houston Area Section
  - Experienced Professionals (10+ years experience) will serve as mentors to Young Professionals (0-10 years experience)
- **Responsibilities**
  - For the initial contact and first formal meeting, the mentor will be responsible for setting a meeting date and time, location and the agenda. Subsequently, the Mentee will be responsible for setting up meetings and agendas.
  - Mentees/Mentors will self-determine the meeting schedule, location, and topics. However, it is expected that mentorship will take place from the launch of the program through June 2021 with at least one meeting per month.
  - It is expected that both parties will be respectful with each other's availability and time commitment. Thus, attending scheduled meetings is mandatory to continuing in this program. In extraordinary circumstances, a partner may need to cancel an already scheduled meeting. Notice of cancellation should be made as soon as practical.
  - At the close of a fiscal year, mentors and mentees will be asked to reflect on the program and complete a survey to provide feedback on the program.
  - Mentors and mentee are expected to attend the program events/activities (kick-off, mid-year, and end of year).

## Why Become a Mentor? (Benefits)

- Give back to the next generation
- Develop feedback and critical thinking skills
- Discover a new perspective
- Advance your leadership skills by fostering career progression and growth opportunities
- Grow professional networks

### **Mentor Expectations**

- Schedule the first meeting with mentee
- Show up as planned to all meetings with your mentee and to the mentoring events
- Listen attentively
- Provide honest and helpful feedback/guidance to the mentee
- Be encouraging and help the mentee work through problems (rather than just telling them what to do)
- Keep information that your mentee has shared with you confidential. If something concerning the mentee needs to be discussed with others, we encourage you to first discuss it within the mentoring relationship.
- The mentor's role is to be a guide, advisor, coach, and confidant. The mentor helps assess the mentee's skills, gives feedback, suggests resources, and coaches on specific skills.

### **Why Become a Mentee? (Benefits)**

- Learn from the experience of your mentor
- Grow professional networks, learn to navigate workplace challenges, develop your leadership skills, and explore opportunities and build your career path
- Gain practical advice, encouragement and support.
- Discover a new perspective

### **Mentee Expectations**

- Mentees are expected to attend meetings with the intention of furthering their career and building professional insight and skills. Thus, it is expected that mentees prepare at least one question or topic and send it to the mentor **ahead** of the meeting.
- Honestly share with your mentor your career expectations, goals, challenges, etc.
- Be open to feedback, guidance, and act on it.
- Actively work on the development actions suggested by your mentor
- Keep track of the insights and knowledge gained through the process
- Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor/coach. Balance a personal and professional relationship with your mentor.

### **Program Events/Activities**

- Mentoring Kick off Event (Go over general information with everyone, outlines)
- Mid Year Event (Group meeting with everyone)
- End of the Year Event (Group meeting with everyone)

## Time Commitment

- 1-2 hours per month from October to June

## Frequently Asked Questions

- **I am not a member of SWE HA, can I still sign-up to be a mentor/mentee?**
  - At this time, we are asking that all participants be current SWE members associated with the Houston section.
- **I am not actively working as an engineer but have an engineering degree, can I still sign up to be a mentor/mentee?**
  - Yes, we would request that mentors who are not currently working as engineers have worked as an engineer and are engaged in a professional career either in a leadership role, or in a related field, such as law, medicine, entrepreneurial venture, or have retired from an engineering career.
- **What is the time commitment for this program?**
  - Mentors and mentees are expected to self-determine the frequency and method of communication in their first meeting. At minimum, mentors/mentees should connect for 1-2 hours per month. However, availability is key in a successful mentorship relationship and some individuals may desire more communication than others.
- **What are common topics discussed with mentees?**
  - Everything from goal setting and career guidance to navigating work-life balance and responding to performance reviews or salary negotiations at work. Mentors and mentees talk about a wide range of things. More specific things include: involvement opportunities, networking, professional development.
- **How long is the program commitment?**
  - The program is expected to last through June 2021. However, either party may end the relationship at an earlier date for any reason by notifying the partner and the SWE HA mentorship committee. The parties may also extend the duration of the partnership by mutual agreement.
- **How will I be matched with a mentor/mentee?**
  - Mentors/mentees will be matched based on their responses to the interest form. Every effort will be made to match all participants.

SWE HA Mentorship Committee Contact: [membership@houston swe.org](mailto:membership@houston swe.org)