2010-2011
BUSINESS MENTOR PROGRAM

What is Mentoring?
Mentoring is a partnership that enables an individual to share professional and personal skills and experiences that contributes to career growth and development. Successful mentoring hinges on six principles:

• Openness
• Supportiveness
• Willingness to learn and share knowledge
• Mutual trust and respect
• Constructive Feedback
• Commitment to the outcomes

What is the Rutgers Business Mentoring Program?
The mentoring program is an initiative to provide support for undergraduate students in the Rutgers Business School. The goals of the program are:

1. Contribute to the professional development and leadership skills of our students.
2. Provide support and guidance to students who may not receive it outside of the university setting.

Mentoring will enrich the educational experience of our undergraduates as well as provide them with guidance that they would not normally receive in the classroom. Mentors can provide guidance on a variety of issues such as personal development (e.g. practice your writing skills, how to dress appropriately, phone skills, etc.), career planning (e.g. advising whether to apply for a particular internship/job), etc. The mentor could also serve as a resource directing their mentees to new people, places, and opportunities. Each student participating in this program will benefit from the experience of receiving both a junior and senior mentor to share their unique experiences.

What is the Role of a Senior Mentor?
Senior Mentors work closely with RBS Career Management Specialists to identify 2-3 junior Mentors from within their organization. The Junior Mentors selected from your company should have 2-5 years business experience, since mentees tend to relate more easily with mentors not too far removed from the undergraduate recruitment process. The mentors do not have to be a Rutgers alumnus – although that is encouraged.

Senior Mentors are responsible for getting regular updates from their junior Mentors regarding the mentoring experience and identifying opportunities to conduct an informal lunch or other interactions with the Junior Mentors and Mentees.

In an effort to match students effectively, please supply Megan Roesch, our exclusive Rutgers Business School Career Management Specialists with your application and resume. The Application and Resume are due by Friday, July 30th at 1 Washington Park, Room 340.

The Mentoring Relationship/ Requirements
Mentors will be matched with an RBS undergraduate student (All Majors) in their Junior year. To be considered for the program the mentee must submit the completed application and a resume by Friday, July 30th. Mentees will be selected from the applicant pool based on their aptitude, sense of commitment, and demonstrated interest in acquiring new skills. The mentoring relationship will begin during a Kick-Off Event in September and continue two semesters until the end of the Spring 2011 academic semester.
Since both mentors and mentees have many different schedules and commitments, it is not feasible to design a firmly structured program. The mentoring program is designed to be flexible but the following guidelines provide a framework for the mentoring relationship.

1. Mentors and their mentees will meet at least twice a semester. This can be over lunch, dinner, at the mentor’s office, or at any location convenient for the mentor and mentee.
2. The formal relationship will last for the duration of the 2010 – 2011 Academic Year.
3. The initial mentoring meeting will serve to establish the goals or objectives of the relationship.
4. Subsequent follow up meetings should be designed to ensure the mentee is on path to achieving his/her objective.
5. Communication between the mentor and mentee should take place on a regular basis. At a minimum we suggest they communicate once a month. Mentors and mentees may communicate via phone, email or in-person periodically.
6. As a rule, the mentee should not contact the mentor by any means more than once a week unless mutually agreed upon in advance.
7. The mentee may contact the mentor to discuss issues of immediate importance via email or phone but the mentee should not contact the mentor to help with every problem faced.

There is absolutely no obligation on the part of the mentor to provide contacts, internships, jobs, etc. Among what the mentor can provide are the following:

- Share life experiences
- Directing the mentee where to find information about jobs, professions, careers, etc.
- Identifying new opportunities
- Encouraging the mentee to set goals and develop plans on how to meet them.
- Motivate and encourage
- Suggest job hunting, career building activities

The above are only suggestions. Each relationship will develop uniquely. It is expected that the mentee will proactively seek guidance, be responsible, and be receptive to constructive feedback. The Mentor will not provide a roadmap for the student. The mentor will complement the student’s resources.

If for any reason the relationship cannot be continued or if either partner wants to dissolve the relationship, the program will work with the two parties to do so.

If you have any questions, please contact Megan Roesch-Newark at 973-353-5122 or mroesch@busines.rutgers.edu or Jennifer Berrebi-New Brunswick at 732-445-3583 or jberrebi@business.rutgers.edu.

Lastly, the Business Mentor Program is designed to have two events where all participants can network together as a large group. The initial event will be an introduction and the closing event will be more of an assessment/ social gathering to end the year. Since the “Kick Off” event is a great way for both the mentor(s) and mentee(s) to become acquainted, we strongly suggest that if you can’t attend the gathering you arrange a lunch meeting between you (senior mentor), the junior mentor and the mentee to “Kick Off” the program.

Please mark your calendars as the tentative date and time for the “Mentoring Kick Off” event will be Wednesday, September 29th at 6:30 PM in the Rutgers Business School building at 1 Washington Park in Newark, NJ.

**Rutgers Business School Contact:**

Megan Roesch
Career Management Specialist
Rutgers Business School - Undergraduate Newark
973-353-5122
mroesch@business.rutgers.edu
APPLICATION FOR MENTOR PROGRAM

Name:________________________________________________________________________

Phone:______________________________________________________________________ Email:________________________________________________________________________

Major:______________________________________________________________________

Class Year:________________________________________________________________

What is your ultimate career goal?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Indicate your industry or area of interest?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Why should you be selected to participate?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do hope to gain as a result of your participation in this program?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please submit application and resume to Megan Roesch!
Due Date: July 30th, 2010
Location: 1 Washington Park, Room 340.

OFFICE OF THE DEAN
1 Washington Park, Room 340
Newark, New Jersey 07102
P-973-353-5122
F-973-353-5782

Official Use
Date Received: ____________________________________________________________________________________