

RICE CENTER FOR ENGINEERING LEADERSHIP

MENTORSHIP

PROGRAM



2015 - 2016

Handbook for Mentors

A field guide to providing academic and professional mentorship for undergraduate students



RICE | RCEL
Rice Center for Engineering Leadership

Dear Mentor,

Thank you for volunteering to mentor an undergraduate student in the Rice Center for Engineering Leadership (RCEL) Certificate Program.

As one of a select group of RCEL mentors, you will have the opportunity to shape the academic and professional growth of a future engineering leader.

Your personal insight, advice, and guidance will complement the technical education that RCEL students receive through classroom instruction and applied leadership experiences. In short, you will help foster the essential practical and interpersonal skills necessary for students to successfully transition into the professional world.

This guide will provide basic information about the Rice Center for Engineering Leadership, as well as tips and suggestions to aid in navigating your role as a mentor.

The time commitment of a mentorship will vary according to the individual needs and disposition of the student. During the initial pairing stage, please proceed with an awareness of your availability relative to the personality and expectations of prospective protégés.

Rice University and RCEL sincerely appreciate your generous investment of time and effort, and we hope that you will build a life-long and mutually regarding relationship.

Sincerely,

Kaz Karwowski
Executive Director
Rice Center for Engineering Leadership

About RCEL

The Rice Center for Engineering Leadership (RCEL) was established in 2009 with a gift from John '73 and Ann '75 Doerr. RCEL's mission is to prepare engineers to become inspiring leaders, exceptional team members, effective communicators, and bold entrepreneurs.

RCEL programming enhances traditional engineering education by providing skills not typically covered in the Rice engineering curriculum. Through a series of curricular and co-curricular learning experiences, RCEL students learn to create and communicate a vision, build a high-performing team, form and execute collaborative plans, and create innovations that endure. Our curriculum is designed to:

Enhance Motivation

Promote enthusiasm and drive to excel as a leader and engineer.

Increase Ability

Develop leadership skills, capabilities, and competencies.

Provide Opportunity

Facilitate meaningful engineering leadership and personal growth experiences.

Certificate Requirements

	Coursework	10 hours of required coursework - timing is flexible.
	Leadership Development Experience	Practical application of Leadership skills in an engineering project or student organization.
	Internships	Professional internships with a Leadership course (ENGI 240/340).
	Leadership Development Plan	Continuous assessment of development in Leadership skills, values, and career aspirations.
	Engineering Leadership Portfolio	Evidence of self-directed learning and achievements.
	Final Presentation	Summary of highlights and key takeaways that shaped student view of Engineering Leadership (Ted-Talk).

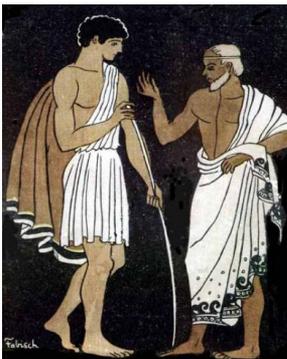
What does a mentor do?

Mentorship is a personal relationship through which an experienced individual passes on knowledge, skills, and guidance to a less experienced protégé.

The nature and scope of this relationship may vary significantly from one case to another.

Whether providing technical guidance or advice on interpersonal skills, the mentor actively contributes to the professional preparedness of the protégé. Ideally, the mentor is responsive to the individual needs of the student.

The mentor also serves as a conduit through which the student gains first-hand access to the realities of the professional world. This is done through sharing stories about successes and failures, introducing the student to industry contacts, advising on new areas of application and research, or providing feedback on coursework and projects.



*“**Mentor**,” in Greek mythology, was a friend of Odysseus. As Odysseus prepared to leave to fight in the Trojan War, he asked Mentor to be guardian and role model for his son, Telemachus.*

RCEL Mentorship Program

The Rice Center for Engineering Leadership Mentorship Program is a student driven initiative to connect RCEL Certificate students with industry mentors to provide **Career Path Mentorship**. Students want to know what the “real world” expects of them, and the best sources of that information are people who have been there.

RCEL Certificate students must complete certain criteria above and beyond the standard Engineering curriculum, which include completing an internship, serving in leadership roles for engineering projects or student clubs, self assessment, and evaluation. RCEL encourages students to see the real world application of their skills and their entrepreneurial potential. A mentor’s feedback as they prepare for and navigate various stages of the program may prove invaluable.

Suggested Talking Points

- Career Path Advice
- Mentor's Career Path
- Higher Education Considerations,
- “Must Know” Skills
- Resume Building
- Networking Strategies
- Interviewing Strategies
- Expectations for Internship/Job/Research
- Getting the Most of Internship Experience
- Selecting a Starting Company or Position
- Considering and Negotiating Job Offers
- Communication Skills and Strategies
- Extracurricular Involvement
- Interesting Coursework

Program Requirements

Participating students are encouraged to connect with their mentor at least three to four times per semester. Mentors are asked to develop and maintain a regular schedule of engagement to demonstrate commitment to the student. Trust is critical, and must be fostered over time.

Distance Mentoring

Though mentoring has traditionally implied a face-to-face relationship, technology now allows for effective and meaningful virtual mentorship experiences that often span vast distances. Distance Mentoring, however, requires different strategies for engagement. The following Distance Mentorship Tips* may be used to establish, cultivate, and maintain an effective long-distance mentoring relationship with the protégé.

- Allow time to build the relationship
(Work to create a personal connection)
- Strengthen commitment
(Avoid the “out of sight, out of mind”)
- Plan ahead and be organized
- Use technology for better communication
(i.e. social media, video chat)
- Listen actively and avoid Interruptions
- Be spontaneous and communicate frequently
- Try to meet face to face at least once

**Additional Distance Mentoring support material available.*

Mentor's Notes

Name of Protégé:

Email:

Phone:

Potential Meeting Times:

Notes/Info:

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Rice Center for Engineering Leadership
6100 Main Street, MS 363
Abercrombie A101
Houston, Texas 77005



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