



KANSAS STATE
UNIVERSITY

College of Architecture,
Planning & Design

APDPro

MENTOR PROGRAM

GUIDE FOR MENTEES



WELCOME

Congratulations, and thank you for your interest in the APDPro Mentor Program! We're excited that you are taking the next step in advancing your future career by learning from experienced design and planning professionals through long-lasting, professional relationships. This program aims to help you develop the skills you'll need to put you ahead of the rest when it comes time for you to find a job.

The following guide is meant to tell you a little more about the APDPro Mentor Program, what to expect and how to make the most of your professional relationship with your mentor.

I hope you learn a lot through this program, and I look forward to hearing about your experiences! If you have any questions, please don't hesitate to contact me.

Good luck, but most of all, have fun!



Sincerely,

Gabrielle Dupree Fogle

APDPro Coordinator

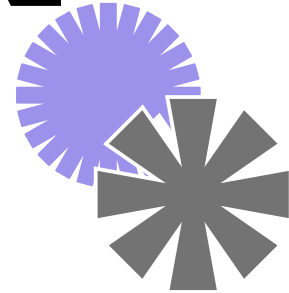
College of Architecture, Planning & Design | Kansas State University

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MISSION



The mission of the APD*Pro* Mentor Program is to afford design and planning students the opportunity to learn from skilled and practiced professionals who can help guide them and provide advice as they transition to their career.

While the academic education and career advice that you receive in Seaton/Regnier Hall is excellent, having a professional relationship with a respected member of the profession who has successfully navigated the design and planning world and can give you real, sound advice is invaluable and will put you at an advantage.

Your mentor will have you as a mentee exclusively. This long-term mentorship will allow you to develop a closer professional relationship and have more opportunities for learning and networking. The formal relationship will last until you graduate, although our hope for you is that it will be life-long.



GUIDELINES

1.

Initiate contact with your mentor & be committed to connecting with them at least once a month.

2.

Be respectful of your mentor's time – ask questions and be prepared when you meet.



3.

Follow through. Connect with your mentor when you say you will & try to make it a priority in your schedule. If you're unable to meet with your mentor during your scheduled time, be sure to let them know.

4.

Have realistic expectations. This isn't a job placement program.

5.

Think about your goals and what you'd like to learn. We want you to have fun and benefit from this as much as you can.



Preparation for the

FIRST MEETING

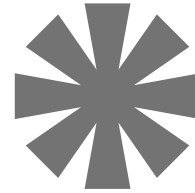
Plan & Reflect



Before your first meeting or conversation, it's important to think about yourself and what you'd like the relationship with your mentor to look like. Below are some questions that will help you.

- * What expectations do you have of your APDPro Mentor?
- * What are your goals, & what do you want to learn from your mentor?
– Goals should be SMART: Specific, Measurable, Achievable, Realistic & Timely
- * What are your strengths?
- * What are your weaknesses?
- * What are your career plans?
- * What does success mean to you, & how can your mentor help you achieve your goals?
- * What do you think your mentor can learn from you?

REACHING OUT



It will be your responsibility to reach out to your mentor initially and set up your first meeting. We recommend that you call or send an email first to get the ball rolling. Here's an example:

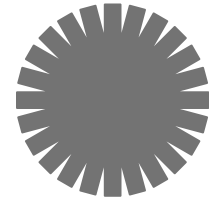
*Dear Mr./Ms. (Mentor),
Thank you for taking the time to be my APDPro Mentor.
I'm really looking forward to working with you. I'd like to
find a time when we can meet in person or talk over the
phone within the next two weeks. What is your
availability? I'm available...
Sincerely,
Your APDPro Mentee*

Your first meeting is an opportunity to get to know each other and identify goals you wish to pursue throughout the program, so it's important to start off on the right foot. Here are some tips:

- Contact your mentor as soon as you can, preferably within 2 weeks of being matched with a mentor
- Share information about each other's background and interests
- Discuss mentoring goals, expectations and reasons for participating
- Talk about the best methods for communicating with each other and how often
- Complete a mentoring agreement
 - Exchange schedules, identify best times to connect and schedule future meetings
 - ALWAYS leave a meeting knowing when you plan to meet next



DOs AND DON'Ts



DO

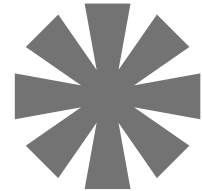
- Ask questions when you aren't sure
- Put time & effort into working with your mentor
- Expect your mentor to be honest with you
- Share your own feedback & ask for regular feedback from your mentor
- Use your mentor to build your own professional network
- Treat your mentor & this relationship as you would a supervisor and a job – with respect and a sense of responsibility and commitment

DON'T

- Expect your mentor to be an expert in everything
- Think that having a mentor entitles you to an internship or job
- Be afraid to make mistakes – this is a learning experience
- Judge your mentor based on their company or job title
- Hesitate to contact your mentor if you have not heard from him/her for awhile



CONTACT US



Please contact us if you have any questions or concerns:

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