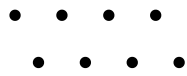




KANSAS STATE
UNIVERSITY

College of Architecture,
Planning & Design



APDPro

Mentor Program

Guide for Mentors

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Congratulations, and thank you for becoming an APDPro Mentor for the College of Architecture, Planning & Design at Kansas State University!

A mentor is defined as a wise, trusted and influential supporter. Mentors teach our students important aspects of professional life including attitude, professionalism and work ethic. The time you put into developing a professional relationship with your mentee will be a rewarding experience for you both.

APDPro

Welcome Message

Mission & Matching



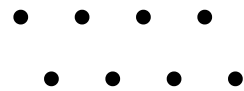
Mission

The mission of the *APDPro* 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.

Matching

- *APDPro* Mentor Program staff will match you with a mentee based on career interests, goals and the guidance you can provide to them. You'll be introduced via email by program staff. Your mentee will be reminded of the program's expectations and instructed to contact you. The student is responsible for making first contact.
- Although all eligible students in *APDesign* are strongly encouraged to participate in this program, they are not required to do so. The students who choose to apply are looking for the type of career guidance that you can provide.

First Meeting



We encourage you to meet your mentee for the first time in person, but realize this may not be possible. Meeting via phone or video conferencing is great. We recommend about an hour for your first meeting.

Get to Know Each Other

The main goal for the first meeting is to get to know each other. It's beneficial to set some expectations and agree on goals for the relationship, as well as how often and what method you'll use to communicate. Try to schedule your next meeting at the end of each session.

Conversation Starters

- **Share your story**

Talking about your career and personal life lets the student to get to know you and will often start other topics of conversation.

- **Ask how you can help**

Reassuring them you're available to help will make them less hesitant to ask for assistance.

- **Ask about career goals and aspirations**

You'll gain more insight into what your mentee hopes to gain from the relationship.

- **Ask about their concerns, whether in college or beyond**

Knowing what your mentee is nervous about will give you an idea of the areas in which they may need more coaching.



Ongoing Professional Relationship



- Your mentee is expected to take initiative in this relationship. They should contact you at least once a month and follow through on items the two of you discuss.
- Our office will help facilitate communication by sending emails alerting you of difficult times in the year such as mid-terms, reviews and finals, as well as tips for maintaining positive interactions.
- While the academic year will likely be the time when you will be most active with your mentee, it's a good idea to maintain contact during breaks. Summer jobs and internships bring questions for your mentee, as well as many opportunities for learning from you.
- Your professional relationship will consist of at least one interaction per month and will last for your mentee's career at K-State.

Suggested Activities

- Help your mentee create a strategic plan for their academic career and professional advancement year to year. This can include looking for relevant part-time jobs or searching for the best internship. Help your mentee achieve their goals.
- Give your student clear, objective feedback regarding their attitude, presence and other skills such as introductions and presenting, then offer suggestions on how they can improve on them.
- Ask your mentee to send you their portfolio and resume or cover letter. Review it, offer feedback and even have the HR department in your company do the same. If it is appropriate, you can offer to be a reference.
- Suggest your mentee join a professional organization as a student member, encourage them to join professional development programs, or have them research additional training/certifications in their career field.
- Invite your mentee to shadow you during your workday, accompany you to meet a client, join you at a meeting or go with you to a professional networking event. This will give your mentee a preview of professional life.
- Share relevant news articles/resources with your mentee and suggest useful publications to subscribe to. Assign tasks like researching top design or planning firms to spark discussions and broaden their industry perspective.

Contact Us

Please contact us if you have any questions or concerns or would like to share a story about your experience:

Gabrielle Dupree Fogle, APDPro Coordinator

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