

# Yavapai College Mentorship Program

## Mentee Expectations

As a mentee in the mentorship program, your role is to actively engage with your mentor and work together to create a productive and positive relationship. To make the most of this experience, you'll need to meet certain expectations and take responsibility for your professional growth. This list of expectations will guide you through the actions and responsibilities that will help ensure a meaningful and successful mentorship. Your commitment and active participation will make all the difference in creating a truly impactful mentorship experience.

### **Find a Mentor**

Identify and secure a mentor before the mentorship course starts to ensure a timely and effective start to the course.

### **Complete Required Documentation**

Fill out and submit the *Mentorship Information Sheet* prior to the start of the course; this will formalize the mentorship arrangement.

### **Set Clear Goals**

Work with your mentor to define clear, specific professional goals. Be open to revising your goals based on feedback and progress during the mentorship.

### **Course Engagement & Responsibility**

Actively participate in all mentorship-related coursework. Take responsibility for your learning by staying engaged and completing all required tasks and assignments.

- *Students enrolled in BSA394 are expected to complete a contract identifying learning objectives for the mentorship. This will be issued, completed, and submitted during the first week of class.*

### **Commitment & Consistency**

Show up consistently, stay engaged, and approach the mentorship with dedication and seriousness from start to finish. Follow-through on tasks, assignments, and action items.

### **Communication**

Maintain open, respectful, and timely communication with your mentor. Be honest and transparent about challenges, progress, and any changes in goals or circumstances.

- *Also maintain open and timely communication with your mentorship course instructor as well as the Internship Coordinator.*

### **Be Proactive and Take Initiative**

Take charge of your own growth and development. Schedule meetings, prepare for discussions, ask questions, and seek advice. Stay proactive in pursuing your goals and taking steps toward improvement.

### **Professionalism**

Approach the mentorship with a professional attitude. Respect your mentor's time, expertise, and guidance, and maintain a responsible, respectful demeanor in all interactions.

**Feedback and Growth**

Stay open to feedback from your mentor, using it as an opportunity for personal and professional development. Act on advice, reflect on progress, and adjust your approach as needed.

**Respect & Boundaries**

Honor the boundaries and time of your mentor. Maintain a professional and supportive relationship, fostering mutual respect and trust.

**Self-Reflection & Development**

Regularly assess your progress and identify areas for growth. Take ownership of your professional growth by seeking opportunities for improvement both within and outside of mentorship meetings.

**Patience & Persistence**

Recognize that growth takes time. Be patient with the process and resilient in the face of challenges or setbacks, demonstrating persistence toward your goals.

**Maintain Confidentiality and Trust**

Respect the trust in the mentorship relationship by maintaining confidentiality and being reliable. Build a strong foundation of trust through honesty and professionalism.