The Ag Alumni Mentoring Program is designed to provide students with an opportunity to explore their field of interest and enhance their professional skills outside the classroom. As a mentor you can help your mentee make professional connections, answer questions about your career field, and give feedback on their resume, networking, and interviewing skills. This program gives you the opportunity to give back to the College of Agriculture by providing your time and guidance to our students.

### Responsibilities:

Mentors will be paired up with students who have been selected to be a part of the program. To participate in the program as a mentor you must:

- Complete the Ag Alumni Mentor Profile online: [www.agriculture.auburn.edu/mentor](http://www.agriculture.auburn.edu/mentor)
- Be able to have regular contact with your mentee via phone, email and/or meetings and see the relationship through to its official end in the Spring of 2016.
- Invest in your mentee’s goals and needs to help them develop professionally.
- Support your mentee by returning phone calls/emails in a timely fashion.
- Complete program evaluations when appropriate.
- All participants must attend the Meet & Greet on Friday, September 25, 2015 at 5:30 pm or set up a specific time to meet with their mentee in person if at all possible.

### Job Shadowing Experience:

All mentors should provide at least one job shadowing experience to show their mentee what it’s like to be on-the-job. This experience will be one of the most rewarding experiences during the program so we encourage you to provide as many shadowing opportunities as possible. You can also invite your mentee to attend professional meetings/industry expos with you or set up shadowing experiences for them with your professional colleagues and contact.

### Face to Face Meetings with your Mentee:

The Student Services Office will arrange several opportunities for you to visit with your mentee throughout the year. We suggest you also set up additional times to visit with your mentee, for example, go to lunch with them one day or arrange to visit with them while you are visiting the Auburn area. It is up to you and your mentee to make the most of the mentor/mentee relationship.

- Mentor & Mentee Meet & Greet, Friday, September 25, 5:30 pm at the ALFA Pavilion at Ag Heritage Park
- Holiday Lunch Meeting, Friday, December 4, 2015 at Comer Hall
- Speed Networking with Mentors, Thursday, January 21, 2016
- Mentor Recognition Day & Closing Program, Friday, March 25, 2016

### Contacts:

Amanda L. Martin, Coordinator of Student Recruitment and Alumni Relations, (334) 844-8900 or amanda.martin@auburn.edu

Megan Ross, Coordinator of Student Development and Programs, (334) 844-3201 or mhr0001@auburn.edu

If you have any difficulty reaching your mentee or encounter any issues while serving as a mentor, please contact us so we can address this immediately.

[www.agriculture.auburn.edu/mentor](http://www.agriculture.auburn.edu/mentor)
**SEPTEMBER: PROGRAM LAUNCH**
You will be notified and provided with your mentee’s contact information by September 17.

*Expectation:* Your mentee will make the initial contact via a phone call or e-mail. During your first phone call or e-mail please discuss any goals you have for your mentee and how you would like to serve them as a mentor.

**MEET & GREET**
**Meet & Greet: September 25 at 5:30 pm** at the ALFA Pavilion in Ag Heritage Park
At this event you will “officially” meet your mentee. This will be a great opportunity for your mentee to discuss their future plans and for you to discuss your experiences and how you would like to provide guidance for the upcoming year. Be sure to determine the best way for you to communicate (e-mail, phone calls, monthly in person meetings).

*Expectation:* Attend the meet and greet event, if you are unable to make the event find a time to meet face to face.

**OCTOBER: RESUME REVIEW**
In October, please assist your mentee with their resume and provide some constructive feedback.

*Expectation:* Mentees will submit their resume for you to review. Please provide feedback in a timely manner and take time to discuss your suggestions with your mentee.

**NOVEMBER: ETIQUETTE**
In November, please share advice with your mentee about business & Professional etiquette. Students will be invited to participate in a etiquette workshop on November 2.

*Expectation:* Give insight to your mentee on what employers are looking for in candidates regarding their business and professional etiquette.

**DECEMBER: HOLIDAY LUNCHEON & JOB SHADOWING EXPERIENCES**
**Holiday Luncheon:** December 4 at 12:00 pm
During this event you will visit with your mentee to discuss job shadowing experiences. Come to the luncheon with dates that you are available to provide job shadowing experiences. These experiences can include attending conferences, regional meetings, or just following you around for the day.

*Expectation:* Attend the Holiday Luncheon and set dates for your mentee to job shadow if you have not done so already.

**JANUARY: NETWORKING**
**Speed Networking with Mentors:** Thursday, January 21, 2016 at 5:00 pm
During this event students will be able to participate in our speed networking session with all of the mentors in our program. This will be a great event for your mentee to develop their networking skills.

*Expectation:* Attend the networking event. Talk to your mentee on ways to effectively network.

**FEBRUARY: INTERVIEW TIPS**
During the month of February you will be working with your mentee to prepare them for the Spring Career Fair in March. Offer to conduct a mock interview with your mentee or provide them with interview tips.

*Expectation:* Encourage your mentee to attend the Spring Career Fair in March and provide guidance on preparing for interviews.

**MARCH: MENTOR DAY AND CLOSING PROGRAM**
**Friday, March 25, 2016**
In March we will host a closing ceremony on campus for our mentors and mentees. During the day we will line up mentors to visit classes and host additional programming in the afternoon. Mentors will be recognized for their commitment to the program and success stories will be shared during the tailgate.

*Expectation:* Attend the closing program so we can formally thank you for all of the time you have taken to help develop and shape your mentee.