1. Take Responsibility for Your Career Development
   • What do you want to gain from the mentorship?
   • Talk with your mentor to establish goals and outcomes of the program.
   • Review your goals from time to time to make sure they are being completed.

2. Invest in Developing the Mentorship Relationship and Experience
   • Make sure to schedule your eight hours over the semester so you can get the most of your mentorship experience.

3. Be Proactive and Consistent
   • Be consistent in how often you keep in contact and meet.
   • Avoid canceling appointments and not following through with contacts your mentor has given to you.
   • If you haven’t heard from your mentor in a while, don’t be shy about contacting them again.
   • Be proactive by calling or emailing your mentor. Texting is not recommended.

4. Establish Professional Communication
   • Establish the type of communication that will work best for both of you. Will it be by phone, email, in person, or over Skype?
   • Establish how often and where you will meet.
   • Be sure to approach this situation as a professional interaction.

5. Get To Know Your Mentor
   • Remember that everyone comes from different backgrounds and experiences.
   • Get to know your mentor on a personal level while maintaining professionalism. It is always easier to build rapport with someone when you know more about them.

6. Manage Your Time
   • Schedule meetings during an acceptable/professional time frame.
   • Be respectful of your mentor’s time and the other priorities in their life, such as family, travel and community activities.

7. Express your Gratitude
   • Your mentor is likely to give a lot more than you do in the relationship in terms of time and contacts.
   • Be sure to express regularly that you value and appreciate your mentor’s guidance.

8. Ask for Assistance
   • Feel free to contact us at any time at amp@sdsu.edu to assist you with your mentorship experience. We are here to help!

Visit amp.sdsu.edu for more information
Professional Topics and Suggested Activities

Resume and Cover Letter
Share your resume and cover letter. Have your mentor review and critique it. Be prepared to apply for an internship or job.

Networking Skills Activity/Professional Network Associations
Discuss the importance of and tips for networking. Research relevant professional networking groups and attend a meeting.

Interview Skills and Strategies
Conduct a mock/practice interview together.

Personal Branding Review
Share your LinkedIn and/or Facebook profiles and ask for suggestions on how you can improve your online professional brand.

Social Media
Discuss how your mentor’s company or industry uses social media to communicate with clients.

Technology
Discuss how the your mentor’s company or industry uses technology to communicate with teams or clients. What type of technology is used e.g. Skype, WebEx, Google Hangouts?

Industry and Office Culture
Discuss industry and office cultures.

Business Lunch/Dinner Etiquette
Practice business dining etiquette together during a lunch or dinner meeting.

Informational Interview
Ask to meet other colleagues in your mentor’s office for an informational interview.

Job Shadow Day
When feasible, ask to visit your mentor’s work site and shadow for a day.