1. Remain Flexible
   • Remember what it was like to be a college student. Consider sharing how you managed your time with so many competing priorities. This may be your student’s first interaction with a professional so give constructive and encouraging feedback so they can learn from their experience. Allow for change as the mentor experience develops.

2. Be Responsive
   • If you become very busy and are unable to talk, be honest and timely with your mentee about your commitments. Reschedule your conversations or send a brief note explaining your situation if adjustments need to be made.
   • If you live outside of San Diego, share with your mentee the best way to communicate via Skype, Facetime, email or phone versus text.

3. Listen Actively
   • Listen to your mentee’s needs.
   • Try to understand their strengths and weaknesses and give the best advice you have to offer.
   • Try not to tell your mentee what to do but offer your perspective and guidance.

4. Respect Boundaries
   • Get to know your mentee on a personal level while maintaining professionalism.
   • Meet in public places that are easy to access and in safe locations.

5. Share your stories
   • Your mentee will gain knowledge and understanding by you sharing your story with them; keep it professional.
   • Be open to sharing your mistakes and failures too, as these are often where our biggest lessons are learned.

6. Ask Open Ended Questions
   • Give your mentee a chance to think about their needs, values and passions by asking open-ended questions. This will help you understand as well.
   • It’s also a great way to get your mentee to think through situations themselves and draw out the consequences of the various choices or courses of action they can take.

7. Acknowledge Achievements
   • Acknowledge and show enthusiasm for your mentee’s achievements. Your recognition will build their confidence.

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. Review and critique your student’s resume and cover letter.

Networking Skills Activity/Professional Network Associations
Discuss the importance of and tips for networking. Task your student with researching relevant professional networking groups and attending a meeting.

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

Personal Branding Review
Review your student’s LinkedIn and/or Facebook profiles and provide suggestions on how to improve their online professional brand.

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

Technology
Discuss how your 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.

Lunch with Professional Colleagues
When feasible, invite your student to a lunch meeting with colleague/s.

Informational Interview
Set-up a time to allow for your student to meet other colleagues in your office for an informational interview.

Job Shadow Day
When feasible, arrange for your student to visit your work site and shadow you for a day.