Mentor Responsibilities

- Commit to serving a one year term. Mentorship may be extended for multiple years.
- Maintain regular contact with mentee (e.g., at least once a month). (Recommended meeting frequency is 2-3 times per semester.)
- Keep commitments, be on time, and respect the mentee’s time. Reschedule as soon as possible if a meeting has to be canceled.
- Eliminate outside interruptions to focus on the meeting.
- Track the frequency of the meetings.
- Discuss the mentorship your mentee and agree upon goals that you and the mentee wish to pursue.
- Sponsor your mentee in professional development opportunities, if possible.
- Be attentive and show interest in the mentee’s development.
- Be flexible and provide advice and information that will add value and help the mentee reach their development and career goals.
- Be honest about your development and admit to your own mistakes.
- Share background, information, and resources as you feel appropriate.
- Allow time for the mentee to ask questions, follow up with additional questions, and provide feedback.
- Assist the mentee with the development of agendas and preparation activities for future meetings.
- Be respectful and maintain positive attitude.
- Be receptive and open to feedback and cognizant of value differences.
- Maintain confidentiality of what is discussed in the mentorship. Remember that as a mentor, your role is a trusted advisor.
- Participate in the mandatory mentorship experience surveys: one mid-term survey and another end-term survey.
- Notify BGSU CS Department should areas of concern arise during the mentorship.