LA TROBE UNIVERSITY

2009

Student Career Mentoring Program

An initiative of Careers and Employment
Supported by Alumni Relations

Information for Mentors

Aims and objectives:

- To expand the student's understanding of the world of work
- To aid the student's career development process
- To enable the student to network with and learn from an interested professional

Why get involved?

- It will give you the opportunity to further develop your leadership and communication skills
- It will give you an insight into the concerns faced by those about to embark on their careers. This in turn should assist you and your organisation in anticipating and addressing those issues with new employees
- You may meet a potential employee
- There is an intrinsic satisfaction in knowing that you have assisted a young person at an important stage of their lives.
- Many organisations expect their employees to do some form of community service.

Eligibility Criteria

The La Trobe University Student Career Mentoring Program welcomes professionals who are currently working; reside in Victoria and have 2 years or more experience in the workforce.

Guidelines & Expectations

In order to make the mentoring programs a success for all, we require you to agree to the following whilst participating in mentoring at La Trobe University:

- To participate in an orientation and match up event at the beginning of the program (this is a requirement)
- To attempt, wherever possible, to meet face-to-face or have contact with your mentee at least five times during the program
- To arrange, as an alternative to a face-to-face meeting, a scheduled exchange of emails or a scheduled phone conversation
- To keep appointments with your mentee wherever possible, rescheduling at least two working days beforehand if a meeting/email/phone conversation can't be kept.

- To attend the final celebration event at the conclusion of the program, and to participate in evaluation activities at this event. Evaluation activities may include focus groups, confidential interviews and paper-based feedback forms
- To advise Careers & Employment should any significant problems arise in your mentoring relationship
- To respect the range of views, experiences and backgrounds of the various participants in the program and to share your own with others wherever possible
- To maintain confidentiality at all times

Stages in the program:

March 6	Mentor applications close
	Matching of mentors and mentees
April	Introductory event and orientation (dates vary for each campus)
	Developing an agreement and scheduling your meetings with mentees
July	Mid program functions (dates vary for each campus, please check form)
April- October	Mentor/ Mentee meetings take place
October	Final Celebration (date to be advised)
Evaluation and feedback	

Introductory Event Dates:

Bundoora Campus	Thursday April 23
Bendigo Campus	Thursday April 30
Albury-Wodonga Campus	Tuesday April 28
Mildura Campus	Thursday April 30
Shepparton Campus	Thursday April 23

For more information please contact:

Patricia Brown
Careers Consultant, Careers and Employment,
La Trobe University
Phone: +61 3 9479 2459
Fax: +61 3 9479 1989
Email: p.brow@latrobe.edu.au