



School of Architecture, Planning and Landscape

Mentorship Program Handbook For Mentors And Mentees



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Overview



The mentorship program aims to provide valuable opportunities to School of Architecture, Planning and Landscape (SAPL) students who would like to connect with industry experts locally and beyond. Students can network and develop their professional or academic identities by connecting with industry people to share their knowledge and expertise.

This is a mentorship program connecting SAPL students from all programs with SAPL alumni and industry experts from a wide range of careers and industries. This program will be hosted for the year 2023-24. Students are encouraged to network and explore professional, academic, and career development pathways by interacting with alumni and professionals to gain their experience and knowledge in their respective fields.

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Matching Basis



Mentors and mentees registered in the SAPL Mentorship Program will be matched using multiple variables including program, industry, career aspirations, goals, and interests.

The Mentorship Team/ SAPL SA aims to match mentors and mentees as closely as possible. Once matched, mentors and mentees will review the program materials and establish meeting times and format (online or in-person), mentorship goals, and topics for discussion.

The program handbook and attached materials (see Appendix) are available to support you both through the process.



Benefits

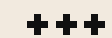
Here we list some of the benefits that both mentors and mentees will experience, along with goals and expectations. This list is not exhaustive, but serves to give you an idea of what to expect from taking part in the SAPL Mentorship program.

Benefits of mentorship for mentees

- Connection, networking, and relationship building.
- Guidance and advice from experienced alumni or industry expert regarding academia or industry.
- Support in academics or learning more about chosen career path.
- Sharing goals and receiving feedback and support.
- Identify barriers to achieving personal or career goals and problem solve in advance.
- Personal and communication development.
- Experience a sense of belonging and connection to a professional in a field of interest.

Benefits of mentorship for mentors

- Guidance, coaching, and leadership experience.
- Professional and personal development.
- Connecting with, and inspiring, the next generation of leaders.



Roles & Responsibilities

MENTEE

Review mentorship handbook
Initiate contact with the mentor using the Mentor Link portal within a week after matching is complete
Prepare goals and expectations for mentorship and share them with your mentor.

Decide how and when you will connect with your mentor (i.e., last Tuesday of the month, over Zoom or in person).

Respect your mentor's time and workload, and the Mentorship Agreement throughout the relationship.

Communicate openly and honestly with your mentor, provide ample notice if you will be away, and remain committed to the mentoring relationship for the semester.

Complete meeting plan templates and the surveys regarding the mentorship program.

MENTOR

Review mentorship handbook
Be open and approachable to your mentee and decide how you will connect with them for the semester.

Respect your mentee's time and academic workload, and the Mentorship Agreement throughout the relationship
Be a guide during meetings to help facilitate conversation and exploration.

Complete meeting plan templates and GSA surveys regarding the mentorship program.

SAPL SA

Monitors the mentoring relationship throughout the duration of the program and makes sure that the program goals are met.

Provides support to the mentors and mentees.

Conducts information sessions for mentors and mentees.

Maintains an OPEN DOOR policy – you are encourage to contact the team with any issues or questions at any time.



Timeline

1

Registration

Register by emailing at saplsa@ucalgary.ca by September 31st, 2023. The SAPL Mentorship program will run once a year (approximately 5 months commitment for mentors and mentees). The program starts in October 2023 and will end on May 2024.

2

Match

Beginning of October 2023.

Mentors and Mentees review the program handbook and materials in preparation for meeting their matches.

3

Program

Once matched, Mentors and Mentees agree to meet (online or in-person) during the Fall and Winter terms of 2023/24.

See APPENDIX A for meeting plans/topics to help guide you through the program.

Suggested Topics

- **Introduction:** Discuss both of your career and educational backgrounds. Decide on the best way and format to communicate (phone, email, Zoom, etc.) and frequency.
- **Career Planning:** Discuss long-term career goals. Discuss skills and on-going professional development (strengths/ weaknesses) needed to achieve each identified goal. Importance of networking and building a strong professional network.
- **Mentor Career:** Discuss your mentor's career progression and path. What advice or words of wisdom would your mentor give you? How has the industry changed since your mentor began your career? How else do you see it changing?
- **Personal Growth:** Get critique on your resume, cover letter and portfolio. Practice interview skills and build communication skills. Seek positive experiences and current challenges (academic or professional). Discuss labour market information and trends and take recommendations for workshops or professional development training.

Mentorship Code of Conduct



All participants are expected to treat others with respect and consideration, keep relationships free of discrimination, or harassment; maintain professional and ethical conduct at all times during the mentorship relationship.

Participants shall not disclose, share, duplicate or distribute each other's personal information without consent. Requests for confidentiality shall be honored. Participants shall represent themselves honestly and disclose any potential conflicts of interest to their mentor/mentee.

Privacy is an important aspect to people's lives and therefore confidentiality under Alberta's FOIP (<https://www.servicealberta.ca/foip/>) guidelines is something you will be using regularly as a mentor or a mentee.

The exploitation of the relationship to seek an inappropriate advantage, financial or non-financial is strictly forbidden. This includes solicitation of products or services as well as direct requests for or offers of employment.



Appendix A

Mentorship Agreement: Mentor

As a mentor, I understand that I will be matched based on the factors listed in the SAPL Mentorship Program handbook. I understand and agree to my responsibilities as a mentor listed in the handbook. I agree to provide guidance, oversight, and encouragement to my mentee. I agree to meet with my mentee regularly during the Fall and Winter terms of 2023/24 (in-person or online).

If the relationship encounters any issues before the end of the program, I agree to contact the program lead (saplsa@ucalgary.ca) prior to ending the relationship. Although completion of this form is required, it is expected that elements will vary and modify organically as the mentoring relationship matures to meet the requirements of both parties.

As a mentor in the program, I agree to complete surveys near the end of the program (to allow for program feedback and improvement).

Mentor Name:

Mentor Signature:

Date:

Appendix B

Mentorship Agreement: Mentee

As a mentee, I understand that I will be matched based on the factors listed in the SAPL Mentorship Program handbook. I understand and agree to my responsibilities as a mentee listed in the handbook. I agree to meet regularly with my mentor and maintain frequent communication during the Fall and Winter terms of 2023/24 (in-person or online as per agreement with the mentor). I agree to look for multiple opportunities and experiences to enhance my learning and review my progress as I work towards my identified goals.

As a mentee, I agree to maintain confidentiality of our relationship.

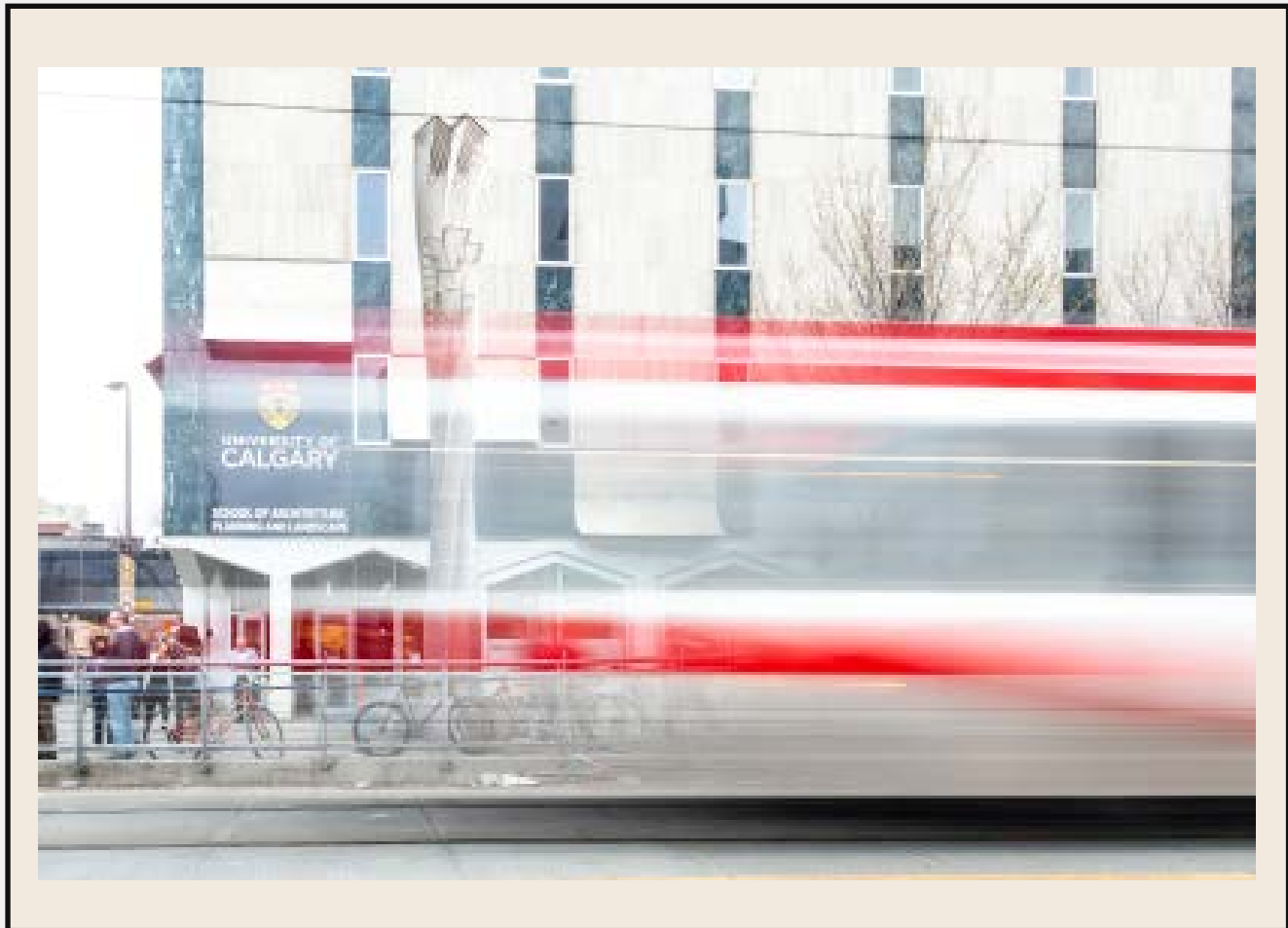
If the relationship encounters any issues before the end of the semester, I agree to contact the program lead (saplsa@ucalgary.ca) prior to ending the relationship. Additionally, as a mentee I acknowledge that I may not be paired with a mentor based on exact criteria, but may also be matched on similar criteria that will be beneficial to both parties involved. Although completion of this form is required, it is expected that elements will vary and modify organically as the mentoring relationship matures to meet the requirements of both parties.

As a mentee in the program, I agree to complete all preparations at the start of the program and surveys near the end of the program (to allow for program feedback and improvement).

Mentee Name:

Mentee Signature:

Date:



UNIVERSITY OF CALGARY
SCHOOL OF ARCHITECTURE,
PLANNING AND LANDSCAPE

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Contact us

saplsa@ucalgary.ca