

## **NOTE TO STUDENT MENTEES OF NUSS-NUS MENTORSHIP PROGRAMME**

### **Objectives**

1. The NUSS-NUS Mentorship Programme is developed to:
  - a) Establish a platform for students to share and learn from mentors for their holistic development;
  - b) Help student mentees prepare for life after graduation by providing them with professional and industry guidance; and
  - c) Promote networking opportunities between NUS undergraduates and the graduate communities.

### **Expectations of Student Mentees**

1. The duration of NUSS-NUS Mentorship Programme is one year (from October 2024 to September 2025).
2. Student mentees are expected, as a general guideline, to commit to a minimum of four meetings (e.g. tea/lunch appointments, office visits, etc.). These could take place on or off campus, with a minimum of one face-to-face meeting. The meetings could include discussions on matters relating to career interests, planning and progression, work-life balance, as well as industry trends and updates.
3. Student mentees are encouraged to:
  - a) **Own the mentoring relationship**  
Each mentee should own and take responsibility for the mentoring relationship. Begin the relationship with specific goals and expectations, agenda as well as action plans, to reap the benefits of being a mentee.
  - b) **Be proactive in the mentoring relationship**  
Each mentee should take the initiative and set the pace of the mentoring relationship (with the agreement of the mentor) to optimise the learning opportunities.
  - c) **Keep an open mind**  
Be ready for feedback to consider new ideas and approaches suggested by the mentor. As this is a give-and-take relationship, be ready to listen as well as share ideas.

At the first meeting, it will be useful for the mentee and mentor to:

- Get to know each other better;
- Articulate expectations and reach a consensus;
- Set and agree on ground rules; and
- Establish objectives (S.M.A.R.T. goals).

### **Mentee's Testimonial**

1. Mentors have the option to provide a testimonial for their mentees at the end of the programme.

### **Feedback Report**

1. To document the student mentees' experience from the programme, a survey will be conducted in the middle and at the end of the programme.
2. Student mentees are encouraged to complete the survey within two weeks after the survey is disseminated.

### **Extension of Mentoring Relationship**

1. At the end of the programme, mentees may continue the mentorship with their mentors by making private arrangements separately.

## **NOTE TO NUSS MENTORS OF NUSS-NUS MENTORSHIP PROGRAMME**

### **Objectives**

1. The NUSS-NUS Mentorship Programme is developed to:
  - a) Establish a platform for students to share and learn from mentors for their holistic development;
  - b) Help student mentees prepare for life after graduation by providing them with professional and industry guidance; and
  - c) Promote networking opportunities between NUS undergraduates and the graduate communities.

### **Expectations of Mentors**

1. The duration of NUSS-NUS Mentorship Programme is one year (from October 2024 to September 2025).
2. Mentors are expected, as a general guideline, to commit to a minimum of four meetings (e.g. tea/lunch appointments, office visits, etc.). These could take place on campus or off campus, with a minimum of one face-to-face meeting. The meetings could include discussions on matters relating to career interests, planning and progression, work-life balance, as well as industry trends and updates.
3. Mentors are encouraged to:
  - a) Guide their mentees and advise them about life after graduation;
  - b) Share with mentees their own life experiences in the working world; and
  - c) Make themselves available and accessible to mentees.

At the first meeting, it will be useful for the mentor and mentee to:

- Get to know each other better;
- Articulate expectations, and reach a consensus;
- Set and agree on ground rules; and
- Establish objectives (S.M.A.R.T. goals).

In addition, mentors may need to provide some initial structure to the mentoring relationship especially when the mentee is relatively inexperienced.

### **Mentee's Testimonial [Optional]**

1. Mentors have the option to provide mentees with a testimonial at the end of the programme.

## **Feedback Report**

1. To allow the Committee to further enhance the programme, a survey will be conducted at the middle of the programme.
2. Mentors are encouraged to complete the survey within two weeks after the survey is disseminated.

## **Extension of Mentoring Relationship**

1. At the end of the programme, mentors would be asked to indicate their interest to continue their mentorship period.
2. Mentors who would like to continue mentoring their mentees are recommended to make private arrangements separately.
3. Mentors who are keen to engage new mentees in the next academic year for more students to be exposed to the programme are welcome to do so.