

Thank you for your interest in becoming a mentor with AIGA Cleveland! Mentors should be an active member of the Cleveland chapter of AIGA and be employed (minimum of 1 year experience) or retired in the field of graphic design, communications, visual arts, digital or interactive media or a related area. We have provided guidelines below and tips to get you started, however, it is the responsibility of the mentor and mentee to build the relationship. Mentors should provide support, encouragement, and motivation. They should correspond with students on a regular, predetermined basis and meet at a minimum of once during the semester session to accomplish goals set by the student and themselves. They should also provide a visit to the workplace or job-shadowing.

### WHAT IS EXPECTED OF ME AS A MENTOR

Take the lead in supporting a student's academic interest in design. Serve as a positive role model. Strive for mutual respect. Build self-esteem and motivation. Help set goals and work towards accomplishing them.

As a mentor, it is your responsibility to provide guidance to your mentee based on his/her learning needs and development areas. You could act as a resource, advisor, teacher, coach, model, sponsor, consultant or guide. Remember that you are responsible for being the expert in this relationship.

### AS THE MENTOR, YOU ARE EXPECTED TO:

- initiate the relationship
- have reasonable expectations of the mentee
- be a resource
- provide feedback
- allocate time and energy
- help the mentee develop an appropriate learning plan
- follow through on commitments or renegotiate appropriately

### GIVING & RECEIVING FEEDBACK

As a mentor, delivering effective feedback remains an essential skill that can help improve the quality of your mentoring relationship. Your mentee will might look to you for feedback on his/her performance, ideas, development progress, etc. Therefore, understanding how to give effective feedback is vital to the success of your relationship.

- Deliver effective feedback, set the proper climate and provide ample time without interruption.
- Consider carefully what you want to communicate.
- Set the context for the feedback. Why is this important?
- Check the tone of your feedback.
- Give the mentee opportunity to respond and listen.
- Be open to new information.
- Express your support.

### HOW DO I ENSURE A SUCCESSFUL RELATIONSHIP?

- Openly discuss with your mentee your perception of the respect level in your mentoring relationship.

- Adopt an attitude of generous thinking—assume the best intentions on behalf of your mentee.
- Communicate openly with your mentee.
- Ask your mentee to help you schedule meetings that are conducive to both of you.
- Prioritize requests so that the mentee's most important needs are met.
- Ask your mentee what s/he expects of you and see if you both have the same understanding.
- Help your mentee understand your needs.
- Provide your mentee with specific feedback on his/her performance.

### GET STARTED!

Meeting new, successful design professionals can be intimidating. As a mentor, be proactive and initiate a conversation with a student. These activities can help you begin a relationship with your mentee:

- Mentor and mentee set goals for their relationship, plan activities related to achieving goals
- Mentor takes mentee on a tour of the job site
- Mentor gives the mentee an overview and introduction to his/her business and industry
- Mentor discusses with mentee the mentee's career and post-college options
- Mentee sits in on a staff meeting, business meeting or in-house training session with mentor
- Mentor and mentee conduct a mini-research project
- Mentor and mentee attend AIGA events together
- Mentor assists mentee in identifying and learning how to utilize professional resources
- Mentor works with mentee to enhance mentee's communication skills
- Mentor shares job-search advice with mentee
- Mentor and mentee work on mentee's résumé



## AN AIGA CLE MENTOR PROGRAM

## Guide to being a receptive mentee

Thank you for your interest in becoming a mentee with AIGA Cleveland! Mentees must be a current student enrolled in graphic design, art, communication, digital or interactive media or related courses at a community college, university, or technical school. Each mentee involved in the Mentor Program must provide a brief summary of activities at the end of the session (Fall or Spring) to the Education Director ([education@cleveland.aiga.org](mailto:education@cleveland.aiga.org)). We have provided guidelines below and tips to get you started, however, it is the responsibility of the mentor and mentee to build the relationship.

### WHAT IS EXPECTED OF ME AS A MENTEE?

Be respectful, have an open mind and willingness to learn. Initiate conversation with your mentor on assignments. Ask questions about design related issues. As a mentee, it is your responsibility to take ownership of your learning and development needs. You must assess your areas of strength and development so you can establish a mentoring plan that includes goals you'd like to accomplish through a mentoring relationship. It is also your responsibility to initiate contact with a mentor and ensure the mentor helps you attain your goals.

### AS THE MENTEE, YOU ARE EXPECTED TO:

- maintain and drive the relationship
- identify initial learning goals
- seek feedback
- take an active role in your own learning
- initiate discussions and activities
- allocate time and energy
- follow through on commitments or renegotiate appropriately

### GIVING & RECEIVING FEEDBACK

As a mentee, you will look to your mentor for feedback on your performance, ideas, development progress, etc. Yet you may also give your mentor feedback from time to time. Therefore, it is vital to the success of your relationship that you understand how to give effective feedback. This will in turn help you better understand the process your mentor uses when giving you feedback.

- Deliver effective feedback, set the proper climate and provide ample time without interruption.
- Consider carefully what you want to communicate.
- Set the context for the feedback. Why is this important?
- Check the tone of your feedback.
- Give the mentor opportunity to respond and listen.
- Be open to new information.
- Express your support.
- Openly discuss with your mentor your perception of the respect level in your mentoring relationship.
- Adopt an attitude of generous thinking—assume the best intentions on behalf of your mentor.

- Communicate openly with your mentor.
- Ask your mentor to help you schedule meetings that are conducive to both of you.
- Ask your mentor what s/he expects of you and see if you both have the same understanding.
- Help your mentor understand your needs.

### GET STARTED!

Meeting new people in the professional field can sometimes be overwhelming. These activities can help you and your mentor begin a successful relationship:

- Mentor and mentee set goals for their relationship, plan activities related to achieving goals
- Mentor takes mentee on a tour of the job site
- Mentor gives the mentee an overview and introduction to his/her business and industry
- Mentor discusses with mentee the mentee's career and post-college options
- Mentee sits in on a staff meeting, business meeting or in-house training session with mentor
- Mentor and mentee conduct a mini-research project
- Mentor and mentee attend AIGA events together
- Mentor assists mentee in identifying and learning how to utilize professional resources
- Mentor works with mentee to enhance mentee's communication skills
- Mentor shares job-search advice with mentee
- Mentor and mentee work on mentee's résumé