

Mentoring Guidelines – University of Pittsburgh at Greensburg

A beneficial mentoring relationship fosters engagement between a professional and student/graduate becoming better acquainted with his/her field of study or situation. Mentoring provides a venue whereby the mentee can learn, ask questions, and gain valuable insight. Essential aspects to positive communications include: relay of knowledge, increased understanding, inspiration, and guidance. Mentor-mentee relationships, however, also may include a necessity to uphold certain ethical behavior to build rapport and maintain respectful communication. The goal of the Mentor-Mentee relationship is to foster a successful interaction.

When matched with identified mentors/mentees based upon your search criteria, we encourage you to research your match prior to engaging in any mentoring to confirm the match will further your professional goals and objective. By engaging in the mentor/mentee relationship, you agree to comply with the guidelines established by the offices of Career Services and Alumni Relations.

If you are a student under the age of 18, or a Mentor who learns of a Mentee under the age of 18, please contact the appropriate office to discuss University policies and procedures (Mentors – Please contact Alumni Relations/Mentees – Please contact Career Services.)

Establish and Maintain Respectful Communications

The University of Pittsburgh at Greensburg encourages both Mentors and Mentees to engage in meaningful and supportive discussion. In my correspondence with my Mentor/Mentee, I agree to promote positive discussions and abide by the following guidelines.

- I will remain professional in my language and demeanor.
- I will not discriminate on the basis of disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity and expression during my participation in this program.
- I will maintain positive and considerate behavior/language throughout all my communications, having respect for the Mentor's and Mentee's schedule and availability.
- Mentor and Mentee should have mutual respect in regard to each other's subject matter and discussion, if a conversation becomes uncomfortable or unprofessional the parties will refocus the discussion to maintain a professional and respectful rapport.
- The Mentor will review and comply, as applicable with the attached guidance on Sexual Misconduct <http://www.greensburg.pitt.edu/student-resources/counseling-services/sexual-violence-awareness-and-assistance>.
- Mentor should not provide medical, legal, mental-health advice, even if Mentor is a professional in one of those fields. If someone is a professional in an area such as this, the Mentor should advise the Mentee to seek help from another qualified professional. The Mentor should only provide academic/career-related advice in this role and not professional advice.
- Although Mentor may provide guidance for pursuing a course of action; the mentee is ultimately responsible for his/her course of action.
- Although a Mentor may provide suggestions, guidance, and support in terms of career-related steps, the Mentee should not inquire about a job from the Mentor.
- Romantic/sexual relationships between Mentors and Mentees are prohibited.
- I agree to abide by all University policies and procedures outlined in the Student Code of Conduct Handbook. <http://www.greensburg.pitt.edu/sites/default/files/Academics/2017/Student%20Handbook%202017-2018.pdf>
- I agree to comply with the University's policies and procedures regarding to nondiscrimination, harassment and sexual misconduct available at <https://www.diversity.pitt.edu/affirmative-action/policies-procedures-and-practices>

Online Communication via College Central Network (CCN for Pitt Greensburg)

The University of Pittsburgh at Greensburg offices of Alumni Relations and Career Services work to provide a beneficial, supportive, and safe exchange.

- The Mentor-Mentee relationship, resulting from CCN for Pitt Greensburg, connects participants through an online process on CCN for Pitt Greensburg. Any other form of communication is at the coordination/facilitation and discretion of the Mentor and Mentee.
- Fees cannot be charged for the Mentor-Mentee correspondence/relationship.
- Please report any violation of communication guidelines detailed above, either online or in another capacity (e.g., phone, email, in person, video conferencing, remotely).

Suggestions for Initial Communication

- It is suggested that the Mentor and Mentee establish guidelines in regard to topic(s), availability, and overall goals of the relationship during the first communication.
- The time involved in a Mentor-Mentee relationship/correspondence may differ. Some Mentees may have several questions and/or areas to discuss, whereas others may have only one question. It is advised to discuss the topics and potential time that may be devoted early on in the correspondence.

Please immediately report any violation of the Guidelines or University policy to Career Services (219 Chambers Hall).

Please note that a Mentee or Mentor may be terminated/suspended if guidelines have been violated.

References

Adapted From:

<http://www.myacpa.org/files/ethicsandmentoringrelationshipsdocx>

http://mentornet.org/user-agreement/codes-of-conduct#mentor_code_of_conduct

http://mentornet.org/user-agreement/codes-of-conduct#protege_code_of_conduct