About the NUSS-Residential Colleges Mentorship Programme
1. Launched in AY2012/2013, the NUSS-Residential Colleges Mentorship Programme is a joint collaboration between the National University of Singapore (NUS) and National University of Singapore Society (NUSS).

2. Open to NUS undergraduate students residing at Cinnamon College (USP), College of Alice & Peter Tan, Residential College 4, Ridge View Residential College, and Tembusu College, the programme is designed to:
   • Establish a platform for students to learn from and share with the mentors;
   • Facilitate smooth transition from university to work for students; and
   • Offer networking opportunities between students and the graduate communities.

3. The programme will begin with a Welcome Dinner and end with an Appreciation Dinner. Other activities may be introduced during the mentorship period.

Expectations of Participants
4. The duration of the programme is one year. Refer to point 23 for the programme’s timeline.

5. As a general guideline, mentors and mentees are expected to commit to a minimum of four face-to-face meetings. These could take place on or off campus. Meetings could include office visits, advice on matters relating to specific job sectors or industries, planning for career progression, how to achieve work-life balance, etc.

6. At the first meeting, it will be useful for the mentors and mentees to:
   • Articulate expectations and limits (e.g. time constraints, best times of the day to be reached, preferred mode of communication, etc.);
   • Set and agree the ground rules; and
   • Establish learning objectives.

7. As part of the evaluation process, mentors and mentees are expected to complete surveys at various time intervals, to help further develop the programme.

8. When the programme ends, mentors and mentees are encouraged to continue their mentoring relationship on a non-official basis.

Criteria for Mentees
9. Be keen to engage your mentor as well as to keep the work/time commitments made to your mentor.

10. Be eager to keep an open mind about possible career options.

11. Priority will be given to those who are:
   • Not under any scholarship with a bond to an organisation; and
   • Not away for more than two months during the mentorship period (e.g. due to SEP).
Expectations of Mentees
12. Mentees are expected to:
   - 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.
   - 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.
   - 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.

Criteria for Mentors
13. Been in the workforce for at least 10 years

14. Committed to work with individuals and/or teams

15. Demonstrate a willingness to impart experiences, knowledge, and skills

Expectations of Mentors
16. All selected mentors are endorsed by the Management Committee of NUSS, and they are
   encouraged to:
   - Guide the mentees and advise them about life after graduation;
   - Engage mentees in exploring possible career opportunities; and
   - Share about their own life experiences in the working world.

17. Where needed, mentors should provide some structure to the mentoring relationship.
## Timeline

18. A timeline of the programme is as follows:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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| From mid-July to 31 Aug, 12 noon | • Application for mentees  
All interested students should submit an online application. |
| 3 Sep – 5 Sep        | • Group interview for mentees  
• Briefing for mentees  
Shortlisted students may be invited for a group interview, and are required to attend a briefing. |
| 7 Sep – 11 Sep       | • Welcome Dinner                                                                  |
| 14 Sep – 18 Sep      | • Matching  
Participants to state preference for mentors/mentees (within 3 working days from the Welcome Dinner).  

**Matching Process**  
a. Mentors may state a preference for the kind of mentees they are interested to engage (e.g. in terms of gender, Faculty, etc.). For selected mentors, their profiles will be shared with the undergraduate students residing at the residential colleges.  
b. Mentees, on the other hand, may also state their preferred mentors' (up to three). This will be done after the Welcome Dinner.  
c. NUS and NUSS will conduct the matching thereafter. The matching will be based on mentee's preferences first, follow by mentor's preferences and other relevant information such as relevance of mentor's expertise and mentee's academic major.  
d. The matching outcome will be sent to the mentors and mentees via email.  
e. Requests for a different match should preferably be made after the first meeting between the mentor and mentee.  

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<tr>
<th>Date Range</th>
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<tr>
<td>28 Sep – 2 Oct</td>
<td>• Confirmation of matching</td>
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The mentorship programme will begin in Oct and end in Sep 2016.

Note: Mentees are strongly encouraged to contact the NUS programme coordinator at melody.goh@nus.edu.sg if you do not hear from your mentor by November.

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<tr>
<th>Date Range</th>
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<tr>
<td>Dec</td>
<td>• Gathering #1</td>
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1 Profiles of mentors will be shared in a separate document.
<table>
<thead>
<tr>
<th>March 2016</th>
<th>• Gathering #2</th>
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<tr>
<td>September 2016</td>
<td>• End of mentorship (although mentors and mentees can continue to keep in contact)</td>
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