

About the NUSS-NUS Mentorship Programme

1. Launched in AY2012/2013, the NUSS-NUS 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, Tembusu College, Eusoff Hall, Kent Ridge Hall, Temasek Hall, King Edward VII Hall and Sheares Hall, 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 18 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).
 - First-time applicant / participant

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:

From early-Aug to 30 Aug, 12 noon	<ul style="list-style-type: none"> Application for mentees <p>All interested students should submit an online application.</p>
5 Sep – 7 Sep	<ul style="list-style-type: none"> Group interview for mentees Briefing for mentees <p>Shortlisted students may be invited for a group interview, and are required to attend a briefing.</p>
8 Sep	<ul style="list-style-type: none"> Welcome Dinner
19 Sep – 23 Sep	<ul style="list-style-type: none"> Matching <p>Participants to state preference for mentors/mentees (within 3 working days from the Welcome Dinner).</p> <p><u>Matching Process</u></p> <ol style="list-style-type: none"> 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. Mentees, on the other hand, may also state their preferred mentors¹ (up to five). This will be done after the Welcome Dinner. NUS and NUSS will conduct the matching thereafter. The matching will be based on mentee's preferences first, followed by mentor's preferences and other relevant information, such as relevance of mentor's expertise and mentee's academic major.
26 Sep – 30 Sep	<ul style="list-style-type: none"> The matching outcome will be sent to the mentors and mentees via email. Requests for a different match should preferably be made after the first meeting between the mentor and mentee.
3 Oct – 7 Oct	<ul style="list-style-type: none"> Confirmation of match
<p>The mentorship programme will begin in Oct 2016 and end in Sep 2017.</p> <p>Note: Mentees are strongly encouraged to contact the NUS programme coordinator at pvotwye@nus.edu.sg if you do not hear from your mentor by November.</p>	

¹ Profiles of mentors will be shared in a separate document.

Mar 2017	<ul style="list-style-type: none">• Mid-year gathering<ul style="list-style-type: none">○ An informal gathering for the past and current batches of mentors and mentees
Sep 2017	<ul style="list-style-type: none">• End of mentorship

Mentee's Resignation

19. Mentee should inform the NUS programme coordinator of his/her resignation from the programme one month in advance. This would cater time for alternative arrangement to be made for the mentor.

20. Mentor will be informed of the resignation by NUSS programme coordinator and the mentorship shall discontinue if both parties are agreeable.