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# MPA ALUMNI MENTOR GUIDE

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The MPA Alumni Mentor Guide outlines general expectations for the alumni mentoring relationship.

The last page of the MPA Alumni Mentor Guide is an agreement form on which the alumni and current student can formalize their specific understanding about the relationship.

**To apply to serve as an Alumni Mentor, [click here](#).**

**To apply to be a current student mentee and be matched with an Alumni Mentor, [click here](#).**

In order to participate in the Alumni Mentor program, both the alumni and the current student mentee must watch an onboarding PowerPoint that sets expectations and best practices around this program. These resources can be found on the [Alumni Mentor Program webpage](#).

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## How Does It Work?

Depending on the number of applications received from both alumni and current students, the MPA Program Office will match one participating alumni with one current student. We cannot guarantee that all alumni and current students that complete an application will get matched. We will do our best to make this happen. Staff will make the best effort to match a student and alumni whose career paths align in some way, though we ask that participants keep in mind that transferable skills and experiences can apply across sectors.

Once the matching occurs, all parties will receive communication regarding who their mentor/mentee will be. ***It is the responsibility of the current student*** to contact her or his alumni mentor to establish the mentoring relationship. The program office will periodically survey participating alumni and current students to evaluate and improve the program as well as provide tips and prompts for some guided conversations during your mentoring meetings.

The MPA Program Office staff along with the MPA Alumni Board will support the operations of marketing, matching and communicating the mentor/mentee pairings. **After the initial matching introduction has been made, the onus is on the current student and alumni to cultivate their mentoring relationship.**

The commitment to the alumni mentor relationship consists of four meetings throughout the year, either in person, by phone or on the 2SG platform.

Periodically the MPA Program Office will communicate to the program participants to offer some suggestions on conversation prompts for their next meeting. A sample of those prompts are noted below.

### Mentor's Career Field:

- How do people find out about jobs in your field? How are they advertised? Is word of mouth more important?
- What would help me to learn more about this field?
- What else should I be doing? What other courses or experience do I need?

### **Mentor's Career Path:**

- Five or ten years ago, did you expect to be where you are now?
- How did you prepare for this kind of work? How do most people prepare for it?

### **Mentor's Present Job:**

- What do you find most rewarding about the work?
- How long do most people stay in your job?
- Do you see your current job as a step to another one?
- What are the most difficult aspects of your job?
- If you were ever to leave this kind of work, what would drive you away from it?
- When you hire people, what matters to you most in terms of qualifications and personal attributes?

### **What is the role of the current student in the Alumni Mentor Program?**

- Submit a Current Student Mentee Application.
- Watch and reflect on the Alumni Mentee PowerPoint Training found under the “Onboarding” section of the Alumni Mentor Program website.
- Once matched with an alumni mentor, discuss your partnership and complete the [Statement of Mutual Understanding](#) (see below).
- Schedule four regular conversations throughout the year by phone, in person, or on the 2SG platform in order to help build and sustain the relationship.
- If you need to end the mentor relationship, communicate as such to your mentor and the MPA program staff.
- Contact the MPA Program Office at the School of Government with questions, suggestions, or information about how the Alumni Mentor Program is working and how it might be improved.

### **What is the role of the alumni in the Alumni Mentor Program?**

- Submit an Alumni Mentor application.
- Watch and reflect on the Alumni Mentor PowerPoint Training found under the “Onboarding” section of the Alumni Mentor Program website.
- Discuss your partnership with the current student and complete the [Statement of Mutual Understanding](#).
- Make yourself available for conversation.
- Regular conversations (by phone, 2SG platform, or in-person) can help build and sustain the mentoring relationship. The minimum requirement of engagement with your mentee is four regular conversations throughout the year. This should be initiated by the mentee and can be conducted by phone, in person, or on the 2SG platform in order to help build and sustain the relationship.
- If you need to end the mentor relationship, communicate as such to your mentee and the MPA program staff.
- Contact the MPA Program Office at the School of Government with questions, suggestions, or information about how the Alumni Mentor Program is working and how it might be improved

**STATEMENT OF MUTUAL UNDERSTANDING BETWEEN  
AN ALUMNI MENTOR AND CURRENT STUDENT MENTEE**

We are voluntarily entering into a professional development relationship, which we hope will be of benefit to both of us, our professions, and the communities we serve. We want this to be a rich, rewarding experience. The following elements outline how we intend to proceed.

Confidentiality: (What expectations do each of you have regarding the information you exchange during this professional development relationship?)

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Intended duration of the relationship:  
(The requirement is November - August with four meetings throughout that time.)

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Anticipated form and frequency of communication (in-person, phone, 2SG platform):  
(The requirement is November - August with four meetings throughout that time.)

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Additional Notes:

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The extent of a current students work with the alumni depends on the current student's interests and the alumni's availability.

MPA Alumni Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MPA Current Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please e-mail or mail a signed copy of this agreement to [Heather Duhart](#) (Online MPA students) or [Jamarian Monroe](#) (On Campus MPA students)

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