COLLEGE OF BUILT ENVIRONMENTS
UNIVERSITY of WASHINGTON

MENTOR PROGRAM HANDBOOK

COLLEGE OF BUILT ENVIRONMENTS

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Welcome to the CBE Mentor Program!

The CBE Office of Student Services began the CBE Mentor Program in 2022 to help our students grow in their chosen fields by connecting with our wonderful alumni and friends of the college.

Having a mentor is an outstanding opportunity for students to develop professional skills outside of the classroom through the guidance of a professional in the community. For many, working with a mentor can be a life-changing, high-growth experience.

Alumni and friends find satisfaction in helping a young person move forward in their life and education. Serving as a mentor is also a wonderful opportunity to reconnect with the college and other current and emerging professionals in one's field.

We hope you enjoy engaging with your mentor partner, and that you find this handbook helpful. Additional resources can be found on the CBE Mentor Program webpage and by connecting with the program staff at cbementor@uw.edu.



CBE Mentor Program Celebration Event, Maple Hall Great Room, Spring 2025
PHOTOGRAPHER: ALEX BLAIR

Suggested Activities

Depending on time and availability, try to explore at least two of the above each session.

FIRST MEETING

- Discuss backgrounds and get to know each other
- Frame student goals for the mentorship
- Set your schedule for the year ahead

CAREER CONVERSATION

- Discuss the student's career interests and goals
- Discuss how mentor's personal and professional life fit together
- Discuss mentor's educational background and educational preparation needed for the field
- Discuss employer types and organizational culture
- Discuss how your individual values have impacted your career choices
- Investigate discipline-related clubs and organizations
- Discuss a current event, issue, or recent research in your field
- Discuss the professional standards and workplace culture that exist in your field or workplace
- Discuss the transition from school to work and identify ways to help the process run smoothly
- Search the web together for job resources and other information related to your field
- Go out to lunch or dinner and discuss proper etiquette for a business lunch

RESUME / INTERVIEW ACTIVITIES

- Critique the student's resume, cover letter, portfolio, or projects
- Practice for a job interview or arrange for a mock interview with a professional colleague

EXPAND PROFESSIONAL NETWORKS

- Compile a list of contacts the student could meet with in the mentor's field
- Network with other mentors and students
- Practice for and schedule informational interviews
- Help arrange informational interviews for student with colleagues or others in the field
- Attend a professional meeting, conference, or program together
- Participate in a company tour or attend a professional recruiting career event
- Participate in a job shadow day
- Connect with other department alumni through LinkedIn

EVENTS OR ACTIVITIES

- Practice for a presentation; help student refine presentation skills
- Attend a lecture, concert, or sporting event together
- Critique a school project the student is involved with for a class

Roles and Expectations

MENTOR

- Work with your mentee to help them develop and establish realistic and achievable goals, and identify ways to achieve those goals.
- Ask questions to help your mentee explore their own values and needs; practice active listening.
- Encourage your mentee to explore new areas.
- Offer constructive suggestions and feedback.
- Help your mentee increase awareness of and gain access to professional resources and organizations; help them meet with other professionals in their desired field.
- Act in a professional manner at all times.
- Provide information about the workings of a specific industry, recommendations to best enter that industry, and/or advice regarding professional etiquette.
- Maintain confidentiality about your mentee and discussions you have.
- Return phone calls and email correspondence from your mentee.
- Do not ask your mentee to do unpaid work.



CBE Mentor Program Celebration Event, Maple Hall Great Room, Spring 2025
PHOTOGRAPHER: ALEX BLAIR

STUDENT

As a mentee, you are a representative of the College of Built Environments and the University of Washington in addition to representing yourself and your classmates. As such, a high level of accountability is required of you throughout the mentoring relationship.

- Be proactive in driving the relationship. Take the initiative to schedule meetings with your mentor. Communicate what you hope to learn from this experience.
- Prepare for meetings by learning about your mentor and their company, complete any reading or other tasks they ask you to do, and prepare questions in advance.
- Let your mentor know in advance if there are specific topics you'd like to cover or experiences you hope to have (e.g., mock / informational interviews, job shadowing, or network introductions).
- Be respectful of your mentor's time — they are busy professionals with many commitments.
- Arrive at your scheduled appointments early or on time.
- Communicate your background, interests and goals.
- Negotiate ideas and activities with your mentor. Be committed to carry out agreed upon goals.
- Follow up on recommendations / contacts that the mentor provides in a timely manner. Inform mentor of the outcome of these meetings with their contacts.
- Maintain a professional demeanor and keep communication professional.
- Be receptive to suggestions and feedback.
- Keep your mentor informed of your progress.
- Maintain confidentiality about your mentor and discussions you have.
- Realize that having a mentor is a privilege and work hard to take advantage of the opportunity
- Express appreciation for your mentor's support and assistance.
- Recognize that a mentorship is neither an internship nor a job placement program. (That being said, if your mentor initiates the topic and offers you a job, please refer to the Resources section in the Husky Landing CBE Mentor Program website for information about next steps.)
- What to wear: Don't feel you need to buy new clothes to meet with your mentor. If possible, wear clean clothing without tears or holes. Dress as appropriate for a business meeting.

BOTH

- Set goals for the mentorship together and actively work towards achieving those goals.
- Try to meet for one hour at least twice per quarter (either in person or remotely).
- Follow up on commitments made. Contact the other if you are unable to attend scheduled meetings.

Information on Student Safety

The CBE Mentor Program falls under federal civil rights laws including Title IX of the Education Amendments of 1972, as well as all university policies. All mentors and mentees should be aware of the following:

DISCRIMINATION (INCLUDING SEX- OR GENDER-BASED VIOLENCE AND HARRASSMENT)

Under Title IX, students in mentorships are protected against discrimination, including sex- or gender-based violence and harrassment. Discrimination of any kind will not be tolerated in CBE's Mentor Program.

All activities conducted within the mentor relationship should be professional in nature. Inappropriate activities include dating your mentee, inviting a mentee to a private meeting in your home, and attending events that involve alcohol, especially if the student is under 21. It is best for mentees to not become romantically or sexually involved with their mentor.

Title IX and other federal and state laws collectively prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQIA2+ identity. These laws impose legal requirements and protections that serve as a foundation from which UW has created policies, practices, services, and programs that work in concert to advance equity for students, staff, and faculty of all identities.

Visit the following links to learn more about Title IX and how to respond if a student tells you they have experienced sex- or gender-based violence and harassment.

https://www.washington.edu/titleix/

https://www.washington.edu/titleix/supporting-students-employees/

Students, if you have concerns or questions about your experience with your mentor, contact the Program Manager for the CBE Mentor Program at cbementor@uw.edu, or your program advisor.

WASHINGTON STATE'S ABUSE OF CHILDREN LAW

It is unlikely that any of the student participants in the mentor program are minors (under 18); however, please be aware that in June 2012, Washington State's Abuse of Children Law was amended to include all higher education employees and volunteers as mandated reporters of suspected child abuse or neglect. Chapter 26.44 Revised Code of Washington (RCW), mandates reporting by those who are in positions to identify when children are at risk of abuse and neglect or are victims of abuse or neglect.

Please refer to the UW policy on Reporting Suspected Child Abuse or Neglect for more information and instructions on what to do if you suspect abuse or neglect of a child.

UNIVERSITY OF WASHINGTON'S POLICY STATEMENT ON CHILD ABUSE

The University of Washington does not tolerate child abuse. Any person who uses University facilities, property, or resources to engage in child abuse, may be subject to arrest and criminal prosecution.

University employees and volunteers who have a reasonable cause to believe that a child has suffered abuse or neglect must immediately report the suspected abuse, as specified in the UW policy on Reporting Suspected Child Abuse or Neglect. This policy applies to mentors in CBE's Mentor Program.

CONFIDENTIALITY

Conversations between mentor and mentee must be considered private. It is a violation of trust to talk about the mentee's life and issues outside of the mentoring conversation without the permission of the mentee. Honor the mentee's trust. Hold mentoring conversations in places where details shared in confidence will not be overheard by other stakeholders or interested parties.

Mentors and their firms must obtain a signed release form to use the student's images, videos, and recordings, as well as their likeness, name, and voice. Release forms are available through the CBE Mentor Program, cbementor@uw.edu.



ARCH 231 Materials Studio, Gould Hall, Spring 2025
PHOTOGRAPHER: ALEX BLAIR

Goal Setting

Students, create a focused plan with your mentor and work towards achieving your stated goals for this mentorship. Goal setting helps provide direction and creates a way to stay focused on what you wish to accomplish.

Your goals might include:

> Learning how built environment professionals face difficult challenges and find opportunities
> Receiving feedback about your career goals and professional skills
> Obtaining guidance about everything from networking to how to build a successful career over time
> Gaining insight into specific jobs, career paths, organizational cultures, industries and functions
> Obtaining guidance about conducting yourself in professional settings

Mentors, take some time to think about the goals the student wishes to accomplish throughout the mentorship and determine how you can be a helpful resource.

Goal Statement #1 _____

Activities and resources that will help me achieve this goal:

_____

_____

_____

Goal Statement #2 _____

Activities and resources that will help me achieve this goal:

_____

_____

_____

Goal Statement #3 _____

Activities and resources that will help me achieve this goal:

_____

_____

_____



Mentoring Notes

Use this space to record notes about your mentoring partner and ideas that emerge during your conversations. Allow these notes to help shape and focus your mentoring experience together.

Meeting Schedule

Based on your initial meeting, plan several follow-up meetings or conversations that meet your goals, interests, and availability. Record dates and times in the space below or on your personal calendars.

1st Meeting Date/Time _____

Location _____

Agenda _____

_____

_____

2nd Meeting Date/Time _____

Location _____

Agenda _____

_____

_____

3rd Meeting Date/Time _____

Location _____

Agenda _____

_____

_____

4th Meeting Date/Time _____

Location _____

Agenda _____

_____

Contact Information

CONTACT THE PROGRAM MANAGER

Contact the program manager right away if you're having any issues with your mentoring partner. If you feel uncomfortable about something that is happening between you and your mentoring partner, trust your instincts. If you are unsure about how to proceed, please reach out.

> Here are ways the program manager can help:

> Strategizing about how to create a successful mentorship experience with your partner

> Facilitating communication between parties

> Ending your mentoring relationship

> Reassigning you to a new mentoring partner who is committed to their role



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