

IN ASSOCIATION WITH  
CAREERS SERVICE AND  
ALUMNI OFFICE

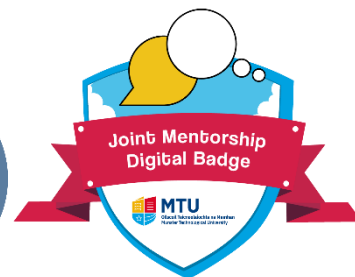


**2021-2022**

OPPORTUNITY TO COMPLETE

Joint Mentorship  
Digital Badge

MTU EDGE  
Award activity



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## Programme Contacts

### **MTU Alumni Office**

Barbara Hempel, Project Officer, Joint Mentorship Programme

Email: [barbara.hempel@mtu.ie](mailto:barbara.hempel@mtu.ie)

### **MTU Careers Service**

Maria Nugent, Careers Advisor

Email: [maria.nugent@mtu.ie](mailto:maria.nugent@mtu.ie)

## About Us

### **MTU Alumni Office**

The MTU Alumni Office develops and supports relationships with graduates, friends, and new connections through a range of initiatives and communications, to support the education and research ambitions of the University.

[www.mtu.ie/alumni](http://www.mtu.ie/alumni) [alumni@mtu.ie](mailto:alumni@mtu.ie)

### **MTU Careers Service**

MTU Careers Service empowers students and gives them the tools they need to make informed work and life choices. We prepare students to successfully transition into life after college by offering a full career planning and management service.

We're constantly adapting to meet the changing needs of the working world.

The Careers Service actively engages with MTU Students, Employers and Staff.

[www.mycit.ie/careers](http://www.mycit.ie/careers)

## Joint Mentorship Programme

The Joint Mentorship Programme is a voluntary extra-curricular activity. MTU Alumni Office and MTU Careers Service act as facilitators for the programme.

The Joint Mentorship Programme is an interactive learning experience provided to students to assist them in their personal and career development, enhancing the knowledge gained through third level education.

### What is Mentoring?

Mentoring focusses on enhancing an individual's personal and professional skills and potential, while also developing industry awareness and knowledge.

### The Mentoring Partnership

Each mentoring relationship involves two people to facilitate an exchange of business experience, knowledge, expertise and career advice. A mentorship pair consists of a Mentor (MTU alumni or other professional) and Mentee (MTU Student).

- **Mentor** – Acts as a role model for the student and is willing to enhance the student's development through guidance, support and the sharing of professional knowledge and insight.
- **Mentee** – The student is the recipient of the shared knowledge and expertise from the Mentor. The Mentee actively engages with the Mentor in order to learn new skills and develop their own professional potential.

## Mentor and Mentee Schedule of Events

The Programme will occur over a six-month period, from November 2021 to April 2022.

### Participation:

- All Mentors and Mentees are asked to attend the initial *Program Induction* on **Thursday 18<sup>th</sup> November 2021** as well as the *Programme Closing Event* on **Thursday 28<sup>th</sup> April 2022**. which will both be delivered on campus or as virtual events.
- We also ask that Mentors try to facilitate one *work-shadowing day* for their Mentee within their place of work over the course of the programme, dependent on Covid restrictions and current workplace guidelines.
- In lieu of a workplace visit, attendance at a virtual company webinar or training event could be a beneficial option for a Mentee.
- Mentees are asked to take responsibility for organising the *Mentor and Mentee Monthly Meeting/Contact*.

	Event	Date	Location
1.	Programme Induction	Thursday 18 <sup>th</sup> November 2021	5.30pm – 6.15pm Location: MS Teams
2.	Mentor & Mentee Monthly Meeting/Contact 1	November 2021	To be agreed by Mentor & Mentee
3.	Mentor & Mentee Monthly Meeting/Contact 2	December 2021	To be agreed by Mentor & Mentee
4.	Mentor & Mentee Monthly Meeting/Contact 3	January 2022	To be agreed by Mentor & Mentee
5.	Mentor & Mentee Monthly Meeting/Contact 4	February 2022	To be agreed by Mentor & Mentee
6.	Mentor & Mentee Monthly Meeting/Contact 5	March 2022	To be agreed by Mentor & Mentee
7.	Mentor & Mentee Monthly Meeting/Contact 6	April 2022	To be agreed by Mentor & Mentee
8.	Mentee Testimonials (Programme Reflection & Learnings) and Closing Event	Thursday 28 <sup>th</sup> April 2022	5.30pm – 6.15pm Location: MS Teams/Campus

## EDGE & Digital Badge Award Activities



**EDGE Silver Award Activity** – in order to achieve this award activity toward a Mentee must attend all six meetings with their mentor. Students must state the year they completed the programme.

**Note:** Each year of involvement in the JMP can only be used once towards either a Silver or a Gold Award activity.



### JMP Digital Badge

The JMP Digital Badge is a collaboration between the Alumni Office and the Careers Service of MTU. The JMP Digital Badge is awarded to all students participating in the JMP who commit to participating in all aspects of the JMP, including all training activities provided, and completes a reflective journal consisting of six entries. The student can also if they wish add material to an E-Portfolio on

Canvas as evidence of learning to enhance their reflective journal (the E-Portfolio is optional and is not a compulsory part of the reflective journal).

The JMP Digital Badge will allow students to avail of a unique badge as part of their involvement and commitment to the completion of the Joint Mentorship Program. The badge will stand out for career opportunities when viewed by Industry.

Micro-credentials, or digital badges, are being offered in most of the world's top ranked universities as students increasingly seek recognition for non-accredited extra-curricular contributions made during their studies. The badges refer directly to the MTU's seven essential values of Creativity, Responsiveness, Transparency, Scholarship, Freedom of Expression, Integrity, Equality, Diversity and Respect.

The Digital Badge whilst non-credit based is awarded and endorsed by the MTU.

Students who wish to complete the Digital Badge will be required to self-enroll on Canvas.

## Careers Service Training Schedule for Mentees

Mentees can avail of the following careers workshops, e-learning and one-to-one sessions through the MTU Careers Service; please contact [maria.nugent@mtu.ie](mailto:maria.nugent@mtu.ie) with any questions in relation to the training activities.

<b>Month</b> (Dates To be Communicated via email)	<b>Training Activity</b>
18 <sup>th</sup> November 2021 5.30pm – 6.15pm	JMP induction & <a href="#">overview (Short video from Careers Service on how to get the most out of the JMP)</a>
December 2021	Mentees complete Careers Service Canvas E-Courses – CV & Interview  CV Course - <a href="https://cit.eu-west.catalog.canvaslms.com/browse/careers/courses/cit-careers--student-cv-course">https://cit.eu-west.catalog.canvaslms.com/browse/careers/courses/cit-careers--student-cv-course</a>  Interview Course - <a href="https://cit.euwest.catalog.canvaslms.com/browse/careers/courses/interview-course">https://cit.euwest.catalog.canvaslms.com/browse/careers/courses/interview-course</a>
January 2022	Individual Mentee 1to1 CV review with the Careers Service (book a session through TARGETconnect <a href="https://careers.cit.ie/">https://careers.cit.ie/</a> )  TEAMS focus group meetings will also be facilitated by JMP Project Officer Barbara Hempel with mentees and mentors to discuss progress of all involved. Invites will be sent in January.
February 2022	Group Workshop/Individual Session - Communication skills & Interview preparation (Format will depend on student availability at set times – complete a poll/survey monkey prior)
March 2022	Mentees complete Careers Service Canvas E-Course - LinkedIn  LinkedIn Course - <a href="https://cit.eu-west.catalog.canvaslms.com/browse/careers/courses/cit-careers---linkedin">https://cit.eu-west.catalog.canvaslms.com/browse/careers/courses/cit-careers---linkedin</a>
28 <sup>th</sup> April 2022 5.30pm – 6.15pm	Attend JMP Closing Event (Think about having a final session with the Careers Service to highlight the JMP on LinkedIn, your CV and how to present it at Interview).  Complete a survey on your experience of the JMP (Your feedback is important to us).

## Questions and Answers

### **What is the Mentorship Programme?**

The Programme provides students and mentors with an opportunity to meet, discuss career goals and network, while assisting students to enhance their professional skills.

### **How long does the programme last?**

The MTU Joint Mentorship Programme will run for six months (November 2021 to April 2022).

### **What is the cost of participation?**

The cost of all programme events will be covered by MTU Alumni Office and MTU Careers Service. Additional costs incurred outside the organised events on campus are at your expense.

### **Will I receive a certificate for the Programme?**

On completion of the programme, both Mentors and Mentees will receive a certificate of participation.

### **Who should I contact if I cannot attend an event?**

Mentors and Mentees should contact MTU Alumni Office (Email: [Barbara.hempel@mtu.ie](mailto:Barbara.hempel@mtu.ie))

### **Who are the Mentorship Partners?**

MTU Alumni Office and MTU Careers Service have collaborated to coordinate and facilitate the Joint Mentorship Programme.

### **Will there be an evaluation of the Programme?**

There will be an official evaluation on completion of the programme.



## Activities

Together as mentors and MTU representatives, we will provide a programme of events to particularly support students in the mentoring relationship. The events have been selected to provide students with a variety of experiences outside the classroom including networking, work-shadowing and delivering a presentation, to name but a few.

In addition to the MTU events, each Mentor/Mentee pair should work together to set goals for their individual meetings/contact during the programme. Mentors should outline to their mentee how they are willing to help them and the kind of information or support they can offer.

The following is a short list to start you thinking about what your goals and activities might be during your Mentor/Mentee relationship;

### One-to-One Activities

*Note: Some activities are dependent on Covid restrictions and current workplace guidelines.*

- Give advice on CVs and letters of application
- Practice interview techniques
- Conduct interview role-plays
- Take a tour of the company or customer facilities
- Share business experiences and insights
- Shadow your mentor for a day
- Attend company events as appropriate
- Attend community/volunteer events that the organisation is involved in
- Act as a sounding board by providing constructive criticism and honest advice
- Act as a reference for your mentee
- Organise student interviews within the Mentor's company for students to interview various colleagues
- Introduce students to other professional colleagues
- Work on a project at the Mentor's company for experience – no payment should be sought

## Benefits to Mentees

- Work with an experienced role model from the business community.
- Gain an insight into the workplace and link your academic programme to the world of work.
- Increase your understanding of various job roles and employment opportunities you may have with your qualification.
- Strengthen your confidence and self-awareness, and improve your interpersonal and presentation skills.
- Add your participation in the programme to your CV and help you to stand out from the crowd.
- Mentees will also have the option to avail of a Digital Badge should they wish to undertake the specific criteria and activities outlined for the Digital Badge.
- Follow the link to a previous mentees video of her journey at <https://youtu.be/2ROHqJrsRq4>

## Mentee Roles and Responsibilities

MTU Alumni Office and MTU Careers Service have collaborated to provide you with an excellent programme of events to support the mentoring relationship. However, the only person who can ensure personal reward from the programme is you! We encourage you to use the guidelines below to make your experience a success.

### General

- Commit to attending all programme events.
- Be proactive and willing to meet your Mentor at their convenience.
- Discuss your goals and expectations.
- Contact your Mentor. This may require persistence on your part due to busy schedules. Leave messages that inform him/her when and how to reach you.

### Meeting your Mentor

- Take responsibility for initiating regular contact with your Mentor.
- Arrive prepared with questions about the company, industry, Mentor's job, etc...

### Professional Approach

- Act in a professional manner at all times.
- Return calls and emails in a timely fashion.
- Ensure you are on-time for all meetings.
- Mentors should not be asked for job leads.
- Keep a reflective journal of your experiences. This will help you to prepare for your presentation at the end of the programme.

### Contact Details

- Watch your email throughout the programme for important Mentorship Programme instructions and updates.

- If your contact information changes during the programme, please contact MTU Careers Service to update your information so you will receive all the necessary programme information.
- Please contact MTU Careers Service if you have any concerns about the Mentor/Mentee relationship.

## **Benefits to Mentors**

- Build your organisations brand further among MTU students.
- Opportunity to recognise talent and encourage graduate application.
- Influence the future workforce.
- Participate in a unique programme where you make a positive difference.
- Share your experiences with a person interested in your area.
- Establish/re-establish a link with the University.
- Network with other Mentors and colleagues from other organisations and sectors.
- Keep up to date with academic developments in your sector and profession.

## **Mentor Roles and Responsibilities**

To successfully achieve the goals of the programme, all participants must work together. Without the support and dedication provided by the mentors, we could not provide the Joint Mentorship Programme.

MTU Alumni Office and MTU Careers Service are committed to providing an excellent programme of events to support the mentoring relationship.

We ask that each mentor facilitates the following areas as part of the Mentor/Mentee relationship;

- Commit to attending programme induction and programme closing to allow your student to get the full benefit of the programme.
- Establish the needs and expectations of your Mentee.
- Work with the Mentee to help them develop and establish realistic career goals.
- Where appropriate, promote your Mentee's accomplishments to others in your department and organisation.
- Give constructive criticism as well as praise.
- Teach your Mentee how to seek career help.
- Be willing to provide support for people different from yourself. Avoid the temptation to assist only those who are most similar to you.
- Encourage your Mentee to explore new areas.
- Follow up on commitments made to Mentees.

**Contact Details**

- Please contact Barbara Hempel JMP Project Officer, MTU Alumni Office if you have any concerns about the Mentor/Mentee relationship.

## Student and Mentor Goals

It is recommended that you as a Mentor/Mentee initially set individual goals and then together agree on specific goals for the MTU Joint Mentorship Programme.

This template can help you to map out your Mentorship Programme goals and expectations.

### Achieve your goals the SMART way!

SMART goals are:

- S            *Specific*
- M            *Measurable*
- A            *Achievable*
- R            *Relevant*
- T            *Time-bound*

	<b>Identify your SMART Goal</b>	<b>Reaching your Goal: Action Steps</b>	<b>Time-frame</b>	<b>Obstacles</b>	<b>Resources</b>	<b>Evidence of Success</b>
1						
2						
3						
4						
5						