



# Sancta Sophia College

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## Sancta Women and Alumnae Network (SWAN) Mentoring Program

In 2010 Sancta Sophia College will launch the Sancta Women and Alumnae Network (SWAN) Mentoring Program in which final year students of the College will be paired with a mentor active in a field in which their mentee might pursue a career, further education or research. Mentors will typically be Alumnae or Alumni of the College.

### SWAN Mentoring Program

- What is the SWAN Mentoring Program?
- Information for students
- Information for mentors
- Program guidelines
- Sign-up process
- Tips for getting the relationship started
- Frequently asked questions



### Sign Up

- **Become a Mentor**  
By completing the online Mentor Profile Form you are agreeing to become a part of the SWAN Mentoring Program at Sancta Sophia College. Your contact information will be kept confidential. Some of your information such as degree and occupation will be made available to mentees to assist in the matching process.
- **Become a Mentee**  
By completing the online Mentee Profile Form you are agreeing to become a part of the SWAN Mentoring Program at Sancta Sophia College. The information you provide will assist in the matching process.

### SWAN Mentoring Program Manager

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## What is the SWAN Mentoring Program?

The SWAN Mentoring Program matches up final year students of Sancta Sophia College with a mentor who is active in a field in which their mentee might pursue a career, further education or research.

It is a voluntary relationship between the students and alumni comprising of respect with intentions towards personal growth, mutual exchange and interpersonal support.

## Mentoring process in the context of SWAN

During Semester 2 of the preceding mentor year, pre-final year students are invited to express their interest in the mentoring program and will then be matched accordingly with mentors.

At the start of Semester 1 of the mentoring year, an afternoon tea will be held in which mentors will receive training from an experienced mentoring program leader and will then proceed to an introduction dinner in which mentors and their respective mentees get to meet each other and exchange contact details.

After being introduced to each other at the College, mentors and mentees are responsible to meet individually twice a semester to discuss matters relevant to the mentee's future career. This could be at the College or at their work place and in the nature of work/company/field, application processes and CV writing. Mentors may invite mentees to attend hearings, meetings, lectures or any special career-related event.

The duration of the relationship formally ends after one year.

It will be concluded with an end of year celebration in the final weeks of semester two. The college will host a cocktail party/ afternoon tea at which mentors and mentees say goodbye, reflect over the year and share stories and experiences of the mentoring relationship.



## For Students

### Purpose and objectives

A mentor can offer students support and advice and share wisdom with the mentee about career paths and work opportunities. Mentees can gain insight and knowledge of the options available to them beyond university whilst developing a rewarding relationship. It provides mentees with access to personal and professional knowledge and can guide them in the direction they wish to take in work and life.

### Some qualities of a mentee

- Willingness to achieve personal growth and professional goals.
- Ability to receive and give honest and constructive feedback.
- Be accessible and positive.
- Initiative and independence
- An acceptance that a mentor is not there to do your work for you and may not have all the answers all the time.
- Expectation of a peer relationship, not a student/teacher relationship.

### Process for students

- Read SWAN Mentoring Program guidelines
- Sign up to become a member of the SWAN Mentoring Program by completing the online profile
- Attend short interview with the Dean of Studies to clarify their interests and responsibilities
- Request a mentor by emailing the Dean of Studies [deanofstudies@sancta.usyd.edu.au](mailto:deanofstudies@sancta.usyd.edu.au)
- If the request is approved, you will be sent the contact details of your mentor so you can contact your mentor to get the relationship started.



## For Alumnae and Alumni

### Purpose and objectives

The mentor program offers mentors an ongoing relationship and a chance to reconnect with the college. It is a rewarding volunteer experience in which long-lasting relationships can be formed. It enables the mentor to share their wisdom and knowledge that in turn contributes to a mentee's personal and professional future achievements

### Some qualities of a mentor

- Age category: mentors should preferably be between 30-40 years old because they are mid career and not too advanced in their career to be inaccessible
- A belief that they have experience and knowledge that is worth imparting.
- Time and mental energy to devote to a mentoring relationship.
- Ability to assist the mentee in their decision-making processes by listening, sharing and reviewing options.
- Openness to different perspectives.
- Excitement in finding out about a mentee's work or practice.
- Ability to give and receive honest and constructive criticism.
- Encourage the exploration of ideas where appropriate.
- Ability to understand where a mentee is coming from and what they have in mind.
- Ability to pick up on strengths and weaknesses of a mentee.

### Process for mentors

- Read SWAN Mentoring Program guidelines for mentors.
- Register to become a mentor of the SWAN Mentoring Program by completing the online profile.
- Only select details of your profile will be available for mentee viewing such as Name, Current Occupation, and Degree Studied etc for the matching process. They will not have access to your contact details.
- When a student has requested you as a mentor you will be promptly notified via email from the Dean of Studies. Choose either to accept or decline a request within 10 days by responding to the Dean of Studies email.
- Establish contact with your mentee.



## Program Guidelines

Every mentoring relationship will be different. It is made up of two individuals, who will have individual needs, styles and availability. It is advised upon becoming a member of the SWAN Mentoring Program that mentors and mentees understand their own and their respective mentor/mentee's expectations and responsibilities.

### Mentor Contract: Expectations and responsibilities

By choosing to participate in the SWAN Mentoring Program mentors need to understand and agree to:

- Follow all rules and guidelines as outlined by the program coordinator, mentor training, program policies, and this contract
- Allow select details of your profile to be available for mentee viewing such as Name, Current Occupation, and Degree Studied etc for the matching process. Mentee applicants will not have access to your contact details unless you have accepted to become their mentor and wish to share it with them yourself.
- Be available for the afternoon training session held at the beginning of Semester 1 and the farewell at the end of Semester 2.
- Be flexible and provide the necessary support and advice to help your mentee succeed
- Make a one-year commitment to being matched with your mentee
- Meet at least twice a semester with your mentee
- Maintain regular contact with your mentee
- Do not in any way bring the reputation of Sancta Sophia College into disrepute
- Provide objective, honest and constructive advice, feedback and support
- Be on time for scheduled meetings or call your mentee at least 24 hours beforehand if you are unable to make a meeting.
- Inform the program coordinator of any difficulties or areas of concern that may arise in the relationship
- Keep any information that your mentee tells you in confidence
- Provide support and assistance to your mentee in good faith
- Never be in the presence of your mentee when you have or are consuming alcohol, tobacco, or controlled substances.
- Notify the Dean of Studies if you have any changes in address, phone number, or employment status
- Provide feedback to the Dean of Studies if requested
- Attend in-college mentor training session at the beginning of the year
- Understand that Sancta Sophia College only covers the costs of the training coordinator and food and beverage of the welcome and farewell events.

### Mentee Contract: Expectations and responsibilities

By choosing to participate in the SWAN Mentoring Program, mentees need to understand and agree to:

- Follow all rules and guidelines as outlined by the Dean of Studies, mentor training, program policies, and this contract
- Make a one-year commitment to being matched with your mentor
- Attend both start of year and end of year functions
- Meet at least twice a semester with your mentor
- Maintain regular contact with your mentor
- Understand that it is the mentee's duty to chase their mentor
- Do not in any way bring the reputation of Sancta Sophia College into disrepute
- Acknowledge and respect the mentor's contributions and feedback
- Be on time for scheduled meetings or call your mentee at least 24 hours beforehand if you are unable to make a meeting.



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- Inform the Dean of Studies of any difficulties or areas of concern that may arise in the relationship
- Never be in the presence of your mentor when you have or are consuming alcohol, tobacco, or controlled substances.
- Notify the Dean of Studies if you have any changes in address, phone number, or employment status
- Provide feedback to the Dean of Studies when requested
- Do not ask or expect a job
- Respect a mentor's time and availability
- Reply to the mentor's phone calls and/or emails promptly
- Understand that Sancta Sophia College only covers the costs of the training coordinator and food and beverage of the welcome and farewell events.



## Sign-Up Process

**Current open session for:** Semester 1 and 2, 2010

**Student request closing date:** 14 November 2009

### For students

- Read SWAN Mentoring Program guidelines (above)
- Participate in the SWAN Mentoring Program by completing the [Mentee Online Profile form](#).
- Attend a short interview with the Dean of Studies to clarify their interests and responsibilities.
- Request a mentor by emailing the Dean of Studies ([deanofstudies@sancta.usyd.edu.au](mailto:deanofstudies@sancta.usyd.edu.au))
- If the request is approved, you will be sent the contact details of your mentor so you can contact your mentor to get the relationship started.

### For Mentors

- Read SWAN Mentoring Program guidelines for mentors (above)
- Register to become a Mentor of the SWAN Mentoring Program by completing the [Mentor Online Profile form](#).
- When a student has requested you as a mentor you will be promptly notified via email by the Dean of Studies. Please email the Dean of Studies' ([deanofstudies@sancta.usyd.edu.au](mailto:deanofstudies@sancta.usyd.edu.au)) within ten days to accept or decline the mentee's request.
- Establish contact with your mentee



## Tips for getting the relationship started

Once a relationship has been agreed to, establishing contact is the first step. We find that e-mailing is the most suitable form of initial communication.

The more you get to know each other,

## Things that you can discuss

- How often you will meet
- How long your sessions will be
- Preferred modes of contact such as via email or telephone
- Where it feels appropriate for your meetings to take place such as at a café, workplace, or College.
- The areas of work and life you will talk about. It is helpful to agree whether you will bring personal issues; what is suitable for the mentoring relationship and what issues are the matters for educational or clinical supervision; and what confidentiality means in the mentoring relationship.
- What you hope to get out of being in the SWAN Mentoring Program
- Any structure you may like your meeting sessions to take such as an hour to talk; compiling action points, discuss what you have achieved already, action plans for the month ahead or by making the decision to have no structure at all.

Remember, you only get out what you put in!

## Suggested topics for discussion

- Details of the job market
- Career goals and plans
- Types of businesses in the field
- Lifestyle of a profession
- Interview tips and practice
- Work and life experiences

## What the role does not include

- Mentees should not expect their mentor to provide them with a job or seek out a job for them.



## Frequently Asked Questions

### Can I apply for more than one mentor?

In order for you to concentrate and get the most out of the mentoring program and relationship, you can only be matched with one mentor per session year.

### For mentors: Why haven't I been requested yet?

You will be requested when a student registers and selects you as a suitable match. It cannot be guaranteed if and when this will happen. Student registrations only happen at the end of each year, so it could take some time since you have registered.

### How much time is involved in the mentoring program?

Time commitment is very flexible depending on the mentor and mentee. It is expected that a minimum of contact twice a semester is undertaken. Mentors and mentees will be introduced over a welcome dinner at the start of the year and will have a farewell dinner towards the end.

It is also necessary for mentors to attend the short training session at the start of the year which is held on the same day as the introduction dinner.

### What if there is a problem in the mentoring relationship?

Please keep in mind that any relationship takes time to develop. Mentors and mentees are encouraged to make a consistent and sincere effort to get to know each other. Nonetheless, a particular pairing may not be the best fit and sometimes students may change courses or develop other academic or career interests and may seek a different mentor. If there are any concerns or issues, please inform the Dean of Studies who may be able to facilitate the relationship and provide solutions. If a mentor or mentee decides to end the relationship before the end of the year, it is integral to notify the Dean of Studies as soon as possible.