

## Wiley University Alumni Mentorship Program Guidelines

### Program Overview

The Wiley University Alumni Mentorship Program connects alumni with current students to provide guidance, career insights, and personal development support. This initiative fosters meaningful relationships that empower students to succeed academically and professionally while allowing alumni to give back to the Wiley community.

### Roles & Expectations

Mentors:

- Provide guidance, advice, and career insights based on your experience.
- Engage with students through one-on-one meetings, virtual calls, or email exchanges.
- Support students in areas such as career planning, networking, graduate school preparation, and personal development.
- Maintain professional and respectful communication.
- Commit to at least one engagement per semester or as agreed upon with the mentee.

Mentees:

- Take initiative in scheduling meetings and preparing questions or topics for discussion.
- Be open to feedback and professional development opportunities.
- Respect the mentor's time and commitment.
- Stay engaged and proactive in communication.

### Mentorship Structure & Communication

- The program is flexible and allows mentors and mentees to determine the best format and frequency of communication (virtual, phone, email, or in-person if feasible).
- It is recommended that mentees and mentors connect at least once per semester.
- Mentorship matches are based on areas of expertise, career goals, and availability.

### Topics for Discussion

Mentors can support mentees in various areas, including but not limited to:

- Career pathways and industry insights
- Resume and cover letter feedback
- Interview preparation and professional etiquette
- Networking strategies and building professional relationships
- Graduate school application process
- Balancing academics, leadership roles, and career planning

### Confidentiality & Professionalism

- All conversations should remain professional and confidential unless otherwise agreed upon.
- Mentors should refrain from offering financial assistance or employment guarantees.
- If any concerns arise, mentors or mentees should contact the Office of Alumni Relations for support.

### Program Commitment

- Mentors and mentees are encouraged to maintain communication for at least one semester, but longer-term engagement is welcomed.
- If at any time a mentor or mentee is unable to continue participation, they should inform the Office of Alumni Relations.