MENTOR GUIDELINES

The Career Mentor Database is designed to help facilitate the career development of Towson University students. Being a career mentor is voluntary. By registering to become a career mentor, we ask that you agree to the following guidelines.

As a career mentor you will:

- Give careful consideration to the types of mentor activities in which you are willing to participate and update your mentor profile accordingly. This will help students identify mentors who will be a good fit for their career development needs.

- Agree on specific expectations and goals for the mentor/mentee relationship once email contact has been initiated.

- Focus on issues related to academic and career development. In the event that a student is seeking information that is beyond your area of expertise or experience, you agree to help connect the student to the Career Center or other appropriate resources.

- Provide open and honest feedback to mentees. Mentees are looking to you for career insight and information. They may also be looking to you for feedback on their resumes, interviewing or networking skills. You agree to provide constructive feedback to the mentee as appropriate.
  - This open and honest feedback may include providing students with constructive criticism on how they are contacting you, including grammar, directness, and tact.

- Respond to mentee emails within 5-10 business days.

- Keep mentee’s contact information private unless you are given permission to share it with others. The maintenance of privacy is expected unless there is a concern regarding the safety of a mentee.

- Meet with mentees in public locations, if face-to-face meetings will be your chosen mode of interaction. Examples of appropriate meeting locations might include the Towson University campus (i.e., in the University Union), a Career Center event, or at the mentor’s place of employment. Examples of inappropriate locations include (but are not limited to) the personal dwelling of a mentor or mentee, bars or nightclubs.
• Maintain professional and respectful interactions at all times. Mentors agree not to engage in romantic or sexual relationships with mentees. Discrimination or harassment of any kind will not be tolerated. Reports of inappropriate conduct will result in the mentor being removed from the Career Mentor Database.

• Refrain from the solicitation of goods or services.

• Complete a short, annual Career Mentor Database survey.

• Update your mentor profile as needed. In the event that you need to discontinue being a mentor, we ask that you communicate this information to your mentees and to the Career Center so that your profile can be deactivated.

As a mentor you recognize that:

• The career assistance that you provide Towson University students must be given freely and without any expectation of compensation – monetary or otherwise.

• Towson University is offering mentors and mentees an opportunity to make initial contact with each other, but does not monitor the relationships between mentors and mentees. Towson University cannot be held responsible for the actions of mentors or mentees. You should understand that you are responsible for your own personal safety and well-being. Any issues or concerns related to mentor-mentee relationships should be reported to the Career Center immediately.

• The TU student population is diverse and you may have the opportunity to work with a student whose background (culture, nationality, race, religion, sexual orientation, gender identity, ability, etc.) is different from yours.

The information that you share in your profile, with the exception of contact information, will be available to all students and alumni with an active Hire@TU account.