TIPS FOR SUCCESSFUL MENTOR INTERACTIONS

The Career Mentor Database is designed to help facilitate the career development of Towson University students. By contacting a career mentor through the Career Mentor Database you agree to the following guidelines:

As a mentee you will:

- **Contact prospective mentors with a specific goal in mind** (i.e., to conduct an informational interview). Initial contacts must be made through the mentor database in Hire@TU. Once you have received a response from your mentor, you will agree on the specific goals you and the mentor have for the mentor/mentee relationship.

- **Focus on issues related to academic and career development.** IMPORTANT: Mentors are not volunteering to provide you with employment opportunities. They are generously volunteering their time to share their career/field expertise with you. Mentors can help you gather information about a particular field or help you develop professional skills, but they should never be expected to offer you a job or internship.

- **Communicate professionally.** Please remember this is professional correspondence. Do not use text or informal language, have a friend or Career Center staff member review your email before sending it. Email the Career Center at careercenter@towson.edu to have a staff member review your email.

- **Be open to feedback from mentors.** Be open to constructive criticism from mentors regarding professional interactions.

- **Respond to mentor emails within 1-3 business days.** Our mentors are busy, it is polite and professional to respond in a timely manner.

- **Keep mentor’s contact information private** unless you are given permission to share it with others.

- **Meet with mentor 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 or a bar/nightclub.
• **Maintain professional and respectful interactions at all times.** Mentees agree not to engage in romantic or sexual relationships with mentors. Discrimination or harassment of any kind will not be tolerated. (Reports of inappropriate conduct on behalf of the mentee will result in the mentee losing the privilege to access the Career Mentor Database.)

• **Be limited to ten contacts per month**

• **Refrain from the solicitation of goods or services.**

• **Report inappropriate conduct** on the part of the mentor to the Career Center.

• **Thank each mentor** that you contact for sharing his/her time and expertise by writing a thank you note.

• **Complete a short, annual Career Mentor Database survey.**

• 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.