

PROFESSIONAL DEVELOPMENT  
**MENTOR**  
HANDBOOK



**Thank you for agreeing to mentor our engineering students this semester!**

"A mentor is someone who sees more talent and ability within you than you see in yourself, and helps bring it out of you." –Bob Proctor



1. Establish a mentoring environment that encourages the professional and personal development of mentors and mentees alike.
2. Support students in leadership, communication, professionalism, critical thinking, and other skills that are crucial for success in the workplace.
3. Foster genuine connections that will help the VCU Engineering community to grow and flourish.

# Program Objectives

## How it Works

**Meet Virtually 3 times during the semester for 1 hour each, during the Professional Development class.**

### **For each session:**

After a brief introduction to the day's topic, you'll meet with your students in a Zoom breakout room, coordinated by the class instructor.

Towards the end of the hour, students and mentors return to the main Zoom classroom and share their learning.

# Mentor Modules

We'll provide the structure.

You bring your knowledge and experience.



## Meeting 1 Topic: Introductions

- Brief introductions with one interesting fact about yourself. For example, hometown, sports, hobbies, first-generation college student, did you work while in school, etc. Undergraduate internship or co-op experience? Challenges while in college?
- Share general information about your role, company, and industry.
- Briefly share the type of interview your company conducts for internship and full-time roles (behavioral, technical, etc.)
- Share your organizations Careers page where students can find info on current internships or co-ops at your company.

## Meeting 2 Topic: Ethics and Standards

- Briefly share an experience that illustrates how ethics impact decision-making in your role and impact your company's mission.
- Direct students to a resource for general information about industry standards and guidelines that must be followed in your role or company.
- \*If time permits, share information about certifications or licenses recommended or required in your role or industry, EIT or PE, and others.
- \*If time permits, share information about professional organizations related to your industry.

## Meeting 3 Topic: Teams and Open Discussion

- Share helpful tips from your experiences regarding how to work effectively in teams.
- Open discussion...



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*The sign-up for dates & times will be sent to you,  
along with reminder emails and the Zoom room link.*



## Optional: Mentor-Mentee Mixer

**Please come!**

- Join us for the optional in-person mixer where students and mentors can meet one another in person.
- Food, friendly conversation and a chance to help students build their networking skills. What could be better?
- Held in the early evening of the last mentor module date of the semester.

# Thank you!

Thank you so much for supporting our  
VCU Engineering students!

We couldn't do this without your help.  
Please reach out to us with any questions,  
to: [engrcareers@vcu.edu](mailto:engrcareers@vcu.edu).



Optional In-Person Mixer