

GRADUATE MENTOR PROGRAM

“If you have knowledge, let others light their candles in it”.

-Margaret Fuller

What is the Graduate Mentor Program?

- This program is designed to enable new IE graduate students (*called mentees*) to interact and learn from graduate students in upper divisions in the department (*called peer mentors*) who have the knowledge and ability to guide them on issues pertaining to various aspects related to their degree pursuits.
- The mentees are guided on issues related to coursework such as what books to buy, where to find them, what courses to take and how to plan the coursework, departmental issues such as procedures, policies and paperwork.
- The mentors also help the mentees on job opportunities, internship opportunities, resume writing etc.
- The mentors can be approached on non-academic issues such as living in Houston.
- The mentees can also gain help in identifying their area of interest in the field of Industrial Engineering.

How does it work?

- Two mentees are assigned to one peer mentor; two peer mentors are assigned to one faculty advisor
- The mentees and their peer mentors set up the most suitable meeting times and communication methods to hold mentoring sessions where the mentees’ questions are answered by the peer mentors

Who can be peer mentors?

All graduate students who satisfy the following criteria can become peer mentors:

- Should have registered and attended classes in the Department of Industrial Engineering for not less than 2 semesters
- Should be willing to spend 1-2 Hrs/week on the mentor program

Peer Mentor Expectations:

- Arrange an initial meeting with their mentees to ensure that they are comfortable to approach them when needed
- Discuss and set up communication methods and times with the mentees
- Be friendly and approachable and entertain questions even outside meeting schedules
- Be able to guide the mentees in the following areas :
 - ✓ Living in Houston
 - ✓ Resource procurement
 - ✓ Necessary coursework, planning semesters
 - ✓ Expectations and procedures of the department
 - ✓ Job Search, Internships, On-Campus opportunities

Faculty Advisor Expectations:

- Help and guide peer mentors and students
- Supervise the mentor program and obtain feedback from students and peer mentors to improve the program

<i>What Mentees are expected to do:</i>	<i>What Mentees are not expected to do:</i>
1. Initiate mentoring, ask questions, communicate with mentors	1. Ask help on homework/exams. Program is designed only to guide.
2. Keep mentors updated	2. Become dependent on the peer mentor.

Why the Graduate Mentor Program?

- Promote interaction between existing and new students
- Help make the new students feel comfortable and welcome in the department
- Help students reach greater heights in academic pursuits