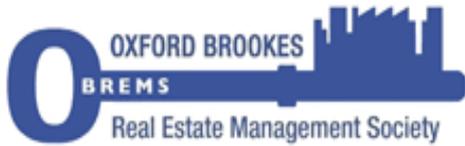


School of the Built Environment

OXFORD  
**BROOKES**  
UNIVERSITY

# Mentoring Scheme



# Welcome...

**...to the launch of our Mentoring Scheme and to the first meeting with your Mentor/Mentee.**

## **The first meeting – building a partnership**

Key items to talk about at your first meeting:

- Why you decided to take part in the Mentoring Scheme and what your expectations are.
- Mentor's career and experiences in the world of work.
- Mentee's interests and background.
- Preferred activities – begin to draw up a list and then design a programme together that meets both your needs and interests and makes the best use of the Mentor's experience and position.
- The format and frequency of your meetings.
- Your preferred method of communication and an expected response time. Remember – it is the Mentee who should be responsible for initiating contact and taking the lead in the relationship.

To help you design your programme of activities, we would suggest that a minimum of four significant interactions or meetings take place during the 12-month period. These could include:

- An event or workplace visit and networking experience
- CV and LinkedIn profile review
- Dissertation topic discussion
- Interview practice and career plan draft
- An issue that is of particular interest to you such as practical knowledge about the industry and the kinds of jobs it involves

**Full details of the Mentoring Scheme are available on our website at:  
<http://be.brookes.ac.uk/undergraduate/mentoring/index.html>**

## Key Events and Time Commitments

Date	Event and Deadlines
<b>22 March 2017</b>	Launch of mentoring scheme
<b>April 2017</b>	(Middle of Semester Two) Follow up your initial contact with your mentor and arrange a date to meet and a schedule of subsequent meetings. Work with your mentor to ensure that at least one of your significant interactions is planned before assessment deadlines loom at the end of the academic year in May.
<b>April 2017</b>	(Easter Break and last few weeks of teaching at Brookes). Keep in touch with your mentor.
<b>Early/mid May 2017</b>	(End of year and assessment/exam time for students). Ensure your mentor is aware of your assessment schedule. Ensure you have a meeting fixed in your diaries for June before the holiday season starts. Discuss your summer plans with your mentor, especially if you are working.
<b>June 2017</b>	(Summer Break) Meet with your mentor. Early discussions about possible dissertation subjects would mean you will have time to read around and do preliminary work to get a good start.
<b>July/August 2017</b>	(Summer Break) Remember to keep a record of your meetings – how are your views about the industry and your career developing? Getting work experience is key.
<b>End of September 2017</b>	(Final year begins!) Re-establish contact with your mentor post-summer break if you have not met or been in contact for a while. Make your mentor aware of your year's priorities and important deadlines. This is a key time to ensure your CV and LinkedIn profile is ready.
<b>October 2017</b>	Brookes Built Environment Careers Fair Make sure you discuss your job hunting strategy with your mentor to maximise your opportunities.
<b>November 2017</b>	(Middle of Semester One) Key time for dissertation progress, preparing for job applications and thinking about interviews as well as academic work.
<b>December 2017</b>	(End of Semester One) Key time for dissertation progress, completing job applications and attending interviews and follow-up as well as academic work
<b>January 2018</b>	(Beginning of Semester Two) Ensure you have talked about ending your mentoring relationship and explore the possibility of ongoing contact with your mentor. Complete Mentoring Scheme Evaluation.

## **Mentoring Scheme Expectations**

Once participants enter a mentor-mentee relationship, we do have some guidelines:

- Mentors are NOT expected to provide internships or job offers to their student mentees
- Confidentiality agreement - mentors and their mentees should identify any areas of confidentiality at the outset of the relationship.
- **It is the responsibility of the student/mentee to establish and maintain contact with their mentor.** Methods of contact could be via telephone, Skype or email as well as face to face meetings where possible. If there are problems doing this please contact Gina Dalton or Rachel Dixon.
- Mentees are expected to **prepare for each meeting with an agenda and relevant questions** for discussion. Mentees should remember that they are ambassadors for Real Estate and Planning at Oxford Brookes University and act appropriately.
- Have some kind of contact (telephone, email, virtual meet) once a month.
- Mentees should keep a brief record of each meeting/interaction with their Mentor, action points and outcomes.
- Both mentors and mentees will be provided with tips and guides to further facilitate their roles and record and monitor their progress.
- Participants should **communicate periodically with Gina and Rachel** about the successes or problems of the match. There will be an interim evaluation conducted by the Mentoring Programme Coordinator, Rachel Dixon and it is asked that students and mentors participate and give honest feedback as to the benefits and changes needed in the programme.
- Mentors/Mentees may decide to foster an on-going relationship once the programme ends in January/February 2018.

**If your mentoring relationship is not going to plan – please let us know.**

### **Contacts:**

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