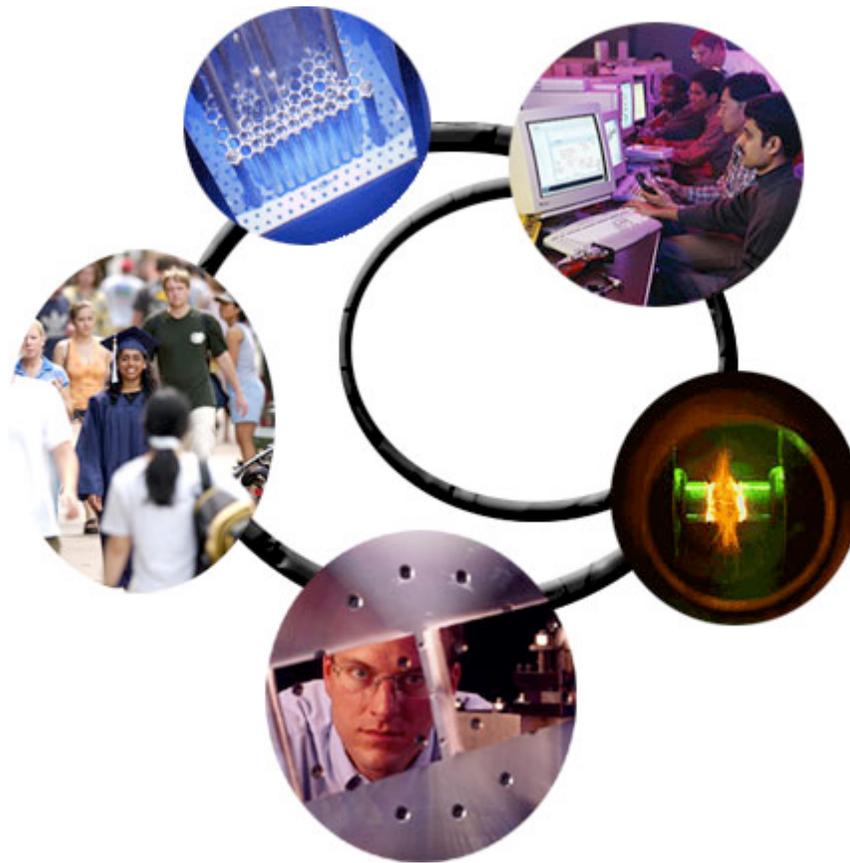


Handbook
The Pennsylvania State University
Mechanical Engineering Mentoring Program



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1. Purpose of this Document

This handbook provides an overview of the mission and conduct of the Mechanical Engineering Mentoring Program.

2. Program Description

Mission

The mission of the Mechanical Engineering Mentoring Program is to facilitate the professional development of mechanical engineering students by providing these students with guidance, counsel and networking opportunities.

Overview

The Mechanical and Nuclear Engineering Department (MNE) and the Penn State Mechanical Engineering Society (PSMES) jointly sponsor the Mechanical Engineering Mentoring Program. The program provides students with opportunities to interact with mechanical engineering alumni on a one-to-one basis and to receive advice and recommendations related to the academic and professional development of the student.

Roles and Responsibilities

The roles and responsibilities of the Mechanical Engineering Mentoring Board as well as those of Students, and Mentors, participating in the mentoring program are as follows:

Mechanical Engineering Mentoring Board

The Mechanical Engineering Mentoring Board is responsible matching students and alumni mentors to maximize the benefits of the mentoring process. The Mentoring Board is composed of at least one MNE faculty member, one PSMES alumni board member, and one senior mechanical engineering student who has participated in the program..

Students

All mechanical engineering undergraduate and graduate students are eligible to participate in the mentoring program on a voluntary basis.

Mentors

Alumni mentors are members of the PSMES and serve on a voluntary basis. Individuals who are not members of the PSMES may participate in the program as mentors if granted an exception by the MNE Department and the PSMES.

3. Mentoring Process

The mechanical engineering mentoring program consists of the three primary phases shown in Figure 1.

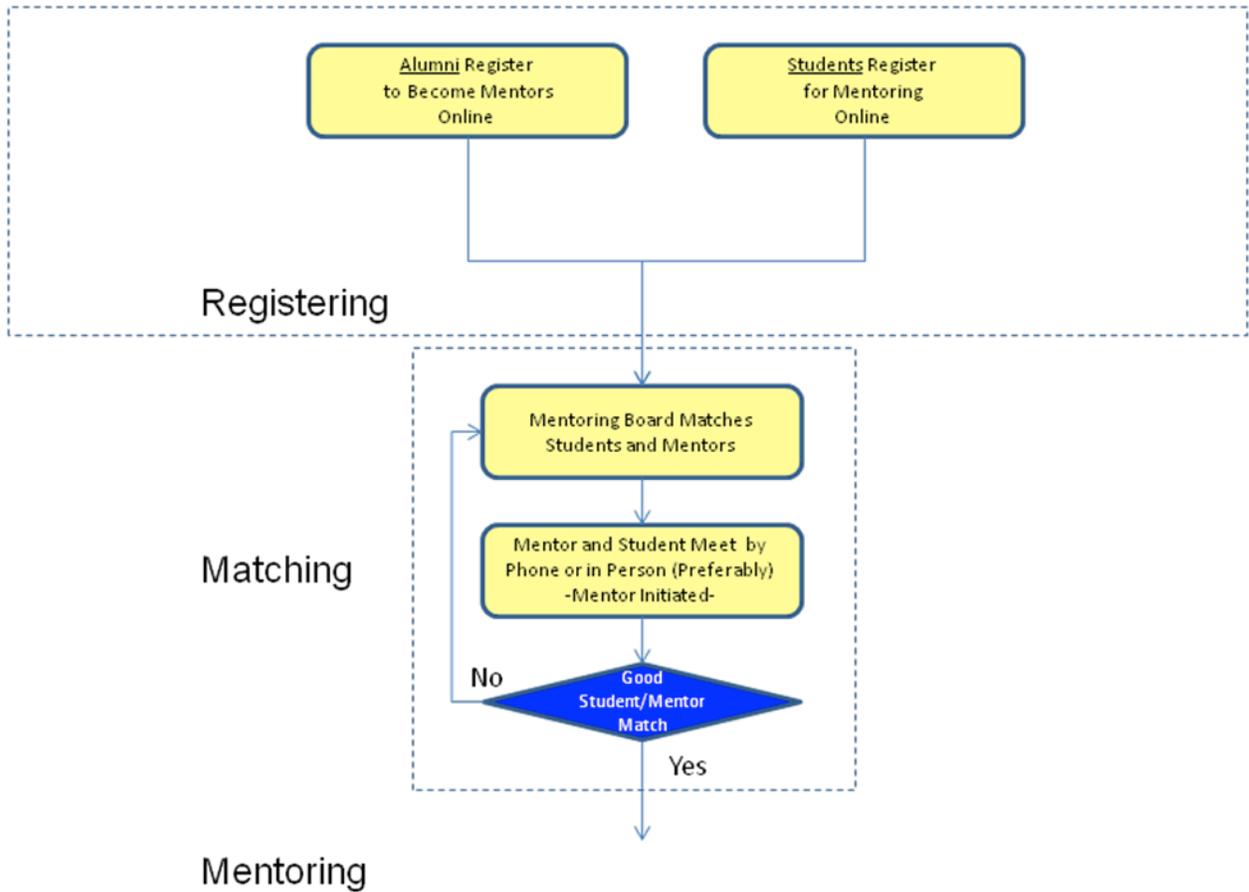


Figure 1: Mentoring Process

Registering

Both students and mentors must register as follows to participate in the Mechanical Engineering Mentoring Program:

Students

A Student begins the process of obtaining a mentor by registering online at <http://apps.mne.psu.edu/PSMES/Mentoring/AppStudent.cfm> and inputting both contact and background information such as address and telephone number, career, industry, technical, and personal interests. Information provided by the student is used to identify a mentor with a background and interests consistent with those of the student.

Mentors

PSMES members can volunteer to be mentors by registering online at <http://apps.mne.psu.edu/PSMES/Mentoring/AppMentor.cfm> To assist in matching mentors and students, mentors provide contact and background information similar to that requested of the students.

Matching

The Mechanical Engineering Mentoring Board analyzes registration information submitted by students and alumni to define optimum student-mentor matches. Subsequently, the Board notifies both the student and mentor of their match and provides them with each other's background information. It is the responsibility of the student to arrange an initial meeting with the mentor either by telephone or in person (preferably). The student should contact the mentor within one week of receiving the mentor's background information and arrange for an initial meeting within no more than two weeks of receiving the mentor's background information.

During the initial meeting, the student and mentor should assess their satisfaction with their matches. If the student and/or mentor do not feel the match is appropriate, the Mechanical Engineering Mentoring Board is notified and a new mentor is matched with the student.

Mentoring

The mentoring phase of the Mechanical Engineering Mentoring Program is continuous and lasts as long as the mentor and student want to maintain the relationship. However, at the end of the first year of the mentoring relationship, the student and mentor are asked to submit a satisfaction survey to the Mechanical Engineering Mentoring Board. The Board will review the student-mentor relationship and consider re-matching if that relationship has not met expectations.

The success of the mentoring phase is highly dependent on the relationship between the student and mentor. Face-to-face mentoring meetings and joint participation of the student and mentor in appropriate social or professional events strengthen this relationship. Additionally, it is critical to the success of the mentoring process that the student asks questions and shares professional interests and goals.

Updating Mentor Profile and Status

The Mentor Profile is an important tool used by the Mentoring Board. It should be updated at least once per semester by the mentor for one or more reasons:

- To indicate contact has been made with the student, and when applicable that contact has been lost. If status is not maintained, the Mentoring Board has no way of knowing a mentor and student have lost contact, and the the mentor could be assigned another interested student.
- To update how many students the mentor wants assigned to him or her. Mentors who want to take time off can set the number to zero and will not be assigned a new student until the number is updated.
- To update the mentor’s career information, resume and contact information when needed.

. Schedule of Key Activities

A summary of the key activities and milestones for the Mechanical Engineering Mentoring program is provided in Table 1.

Action	Responsibility	Timing
Alumni Mentors Register	Alumni	Continuous
Student Orientation to Mentoring Program	MNE Department and PSMES Board of Directors	August
Students Register	Student	Continuous
Students-Mentors Matched	Mechanical Engineering Mentoring Board	Continuous
Students –Establish Contact, Begin Mentoring Relationship	Student	1-2 weeks after matching
Mentors – Report If In Contact with Student or If Contact Lost	Mentor	Initial Contact within 30 days of match. Lost contact as appropriate
Mentors Update Profile – Student Status, Number of Students Desired for Mentoring, Profile Information	Mentor	End of semester or as-needed
Submit Annual Satisfaction Survey	Student-Mentor	Not later than one year following initial student-mentor match.

Table 1: Key Program Milestones

Appendix A – Reference Documents

Links to the following documents are posted online at

<http://mne.psu.edu/alumni/PSMES/Mentoring.aspx> to assist potential mentors and students:

Guidelines for the Student

A guide designed to assist students in developing and effectively utilizing the mentoring relationship. Included are sample questions the student might ask during the early stages of the student-mentor relationship.

Guidelines for the Mentor

Describes the role of a mentor and summarizes best practices employed in developing an effective student-mentor relationship.

Alumni-Student Mentoring Program Goals and Action Plans - Form and Guidelines

A form used (optional) by students and mentors to 1) identify specific goals of the mentoring relationship and 2) detail an action plan to achieve those goals including guidelines and examples.

Resources for Mentors and Students

Resources and contacts for mentors and students useful for issues beyond the scope of the mentoring program.

Satisfaction Form (Feedback on Mentoring Relationship)

A form prepared annually by a student and their mentor to assess the level of satisfaction with the student-mentor match and the conduct of the relationship. If the student and/or the mentor are not satisfied, the relationship will be reviewed for reassignment.

Mentoring Handbook

The Mentoring Handbook outlines the mission and conduct of the Mechanical Engineering Mentoring Program. This handbook identifies the responsibilities of those involved in the mentoring process and describes the three key elements of the mentoring program –Registering-Matching-Mentoring.