



**Darla Moore School of Business**  
**Mentor Program**  
**Student Handbook 2018**

The Mentor Program enables alumni and friends of the Darla Moore School of Business the opportunity to share meaningful personal and professional knowledge and experience with current Moore School students. Connections made in this program help prepare students for a successful future and transition into the role of alumni.

The Moore School is in the business of preparing students to be future business leaders who possess leading-edge functional skills, critical soft skills such as professionalism, teamwork, leadership, communication, and relevant real-world experience. The Mentor Program provides a valuable opportunity for students to explore and develop their academic and professional goals through the practical insight, coaching and experiences of business professionals. Mentors are Moore School graduates and affiliated business professionals who are successful and experienced, and have volunteered their time to make a positive impact in the life of a student.

The program gives students the opportunity to form one-on-one relationships with accomplished mentors in their industry of interests, begin building their networks in their field of study, and defining their academic and professional goals. At the same time, mentors support and contribute to the Moore School with their time and talent by sharing their collegiate and professional experiences with our students. While the program is a great way for students to connect with professionals for valuable career guidance and other support, it is not intended as a job search path.

**ELIGIBILITY TO PARTICIPATE AS A MENTEE:**

- Current, enrolled undergraduate junior, senior or graduate student at the Darla Moore School of Business
- Articulate interest in having a mentor's guidance regarding career and professional development

## **BENEFITS OF PARTICIPATING AS A MENTEE:**

- Contact with alumni and professionals who are willing to guide and support professional development.
- Increased confidence in your understanding of the business environment and workplace.
- Motivation and support from your mentor in setting goals and achieving personal standards.
- Develop a relationship with a professional who can serve as role model and advisor to provide feedback on career paths.

## **HOW DO I PARTICIPATE?**

1. Join Moore Connect, [www.mooreconnect.com](http://www.mooreconnect.com)
2. Complete/Update your profile (under the “Me” tab, click “Update your profile”)
  - a. Upload a professional photo
  - b. Include academic, volunteer, and professional experience
  - c. Answer this question in the “About Me” section: “What do you hope to learn from an alumni mentor?”
  - d. Make sure to click “Update” for each section
3. Search and review Mentor profiles on Moore Connect using the Directory tab. Carefully review the profile descriptions to learn more about experiences and expertise.

Additional guidance:

  - a. Filter your search using the following categories:
    - Moore School: field of study, degree, grad year, communities
    - Work: position, company/institution, industries
    - Location: city, state, country
    - Keyword search
4. Once you find the ideal mentor, click “Request Mentorship” on their profile. You will then be required to write a personalized message about why you would like to connect with the mentor within the “Mentoring request” box and the click “Send.” Do not request a mentorship without including a personalized message. Guidance for your message is below:
  - a. Introduce yourself (name, year, major) and include any relevant campus, volunteer or work experience
  - b. Explain what you hope to learn from an alumni mentor and why you feel he/she would be the best fit
  - c. Include reference(s) to information in the mentor’s profile (such as education, job, industry or volunteer experience)
  - d. Conclude by asking if he/she would be interested in mentoring you as part of the Mentor Program and thank him/her for their consideration

- e. Your personalized message is your first impression on the mentor, so choose your wording wisely.

## FREQUENTLY ASKED QUESTIONS

1. Why should I participate as a mentee in the Mentor Program?

*As a Moore School student, you have exclusive access to a large network of experienced alumni who are willing to share their wisdom and advice about life beyond the Moore School. The Moore School Mentor Program is a unique opportunity for you to form meaningful and lasting relationships with professionals that will extend beyond campus. As a program participant, you'll have a chance to select a mentor to assist you with academic guidance, career advice, and personal development.*

1. What is expected of me as a mentee?

*The Mentor Program is designed to engage alumni and friends of the school of all backgrounds and experience levels. You can either be paired for the full academic year (September to April) with the mentor who has accepted your request for mentorship, or you may have a one-time mentorship connection with a mentor. We encourage you to connect with your mentor on a regular basis (i.e., once a month via phone call, Skype, or email conversation). However, the frequency and form of communication are things you both can determine. Please do not ask your mentor for a job or internship. The Mentor Program is about building your professional network, personal development, and gaining academic and career advice. This program is not a direct pipeline to a job or internship, though it can often help with opportunities in the future.*

2. How long is the commitment?

*The commitment as a student mentee lasts for the academic year (September-April), or it may be a one-time mentorship connection. Students will review profiles and request mentors in September. Mentors will review your request(s) and confirm/select student mentee(s) through the Moore Connect site. Once your request is accepted, the mentorship may begin.*

3. How will a mentor match be made?

*Once you join Moore Connect, you will have a chance to review mentor profiles to find one who fits your interests and career goals. Once you find your ideal mentor, I click on their profile to review their experience. Then click "Request Mentor." You will then be prompted and required to send a personalized message to request mentorship. From there, mentors will review mentorship request(s) and approve student(s) accordingly. Your personalized message is your first impression on the mentor, so choose your words wisely.*

4. Is there a limit to how many mentor requests I can send?  
*Please send one mentor request. Make sure to review mentor profiles and carefully send your request to the one who best fits your interests and career goals. If your requested mentor does not accept your request, please contact [hunter.looper@moore.sc.edu](mailto:hunter.looper@moore.sc.edu). You may be permitted to send an additional request.*
  
5. I reached out to someone and did not receive a response. What should I do?  
*We ask that you give alumni enough time to respond, typically 2-3 days. Keep in mind that mentors are busy with their professions and personal lives, so please be considerate of their time. If you do not receive a mentorship request acceptance, please do not send a follow-up message. You may contact [hunter.looper@moore.sc.edu](mailto:hunter.looper@moore.sc.edu) for approval to submit a second request or a new mentor.*
  
6. The mentor I was interested in connecting with is now no longer available? What should I do?  
*Once mentors have reached their mentoring capacity, they may change their availability so that they do not receive additional requests from mentees. Return to the Directory Tab and begin searching for an alternate mentor.*
  
7. What if I want to continue my mentor/mentee match beyond the academic year?  
*You are welcome to stay connected with your mentor as long as they are willing and able to help.*
  
8. How do I sign up to be a mentee?  
*Please follow the steps under the "How do I participate?" section under the student tab.*