

Hong Kong Baptist University
Faculty of Science

Career Mentorship Programme 2022/23

PRINCIPLES & PROCEDURES

1. About the Programme

The one-year programme commencing in every October aims to enhance the exposure of HKBU Science students, enrich their social life through mentor-mentee connections, boost their confidence and be competitive in job hunting through consultation and experience sharing with mentors.

Mentorship is a structured partnership between a mentor and 2 – 3 mentees. All Science undergraduate students are eligible to join this programme.

2. Responsibilities of Mentors and Mentees

For Mentors

- Provide practical advice and guidance to mentees on their studies and future plans
- Provide mentees with advice and assistance in identifying personal development needs and how to address these
- Provide a confidential and personalised source of career advice, support and guidance to mentees
- Keep regular face-to-face meeting with mentees and maintain frequent contact with them

For Mentees

- Take initiative and make regular contact with your mentor
- Take the lead in scheduling meeting times and locations for promoting mentor-mentee relationship
- Prepare some topics for discussion before you meet your mentor
- Be open-minded in sharing with your mentor
- Respect your mentor in all kinds of communication
- Keep record of your experience with your mentor
- Observe general etiquette standards, i.e. be punctual and courteous

3. Selection and Matching

The selection and matching process will be undertaken by the Faculty and is primarily **based on the similarities of mentors' and mentees' academic field of study.** Should a mentor/mentee like the Faculty to allocate him/her a mentor coming from a different academic/professional background, he/she is most welcome to indicate his/her preference on the online application form.

4. Mentoring Format & Process

4.1 Mentorship Format

<u>Step 1</u> Expectations & Goals	<ul style="list-style-type: none">● Mentors and mentees are advised to discuss the suitable format and the goals of the mentorship, and accomplish together● Mentees may bring in their questions on personal and career development. Mentors can help them identify their strengths, weaknesses and needs, hence provide appropriate guidance
<u>Step 2</u> Initiate Activities	<ul style="list-style-type: none">● Mentees should be proactive in reaching out to and scheduling meetings with mentors, take the lead to initiate activities and create an agenda for each mentor-mentor meeting● Invite mentors for events/activities organized at the Faculty/Departmental level
<u>Step 3</u> Reflection	<ul style="list-style-type: none">● Both mentors and mentees are advised to establish and continuously review the goals● Mentees are required to submit one interim report and one evaluation report with photos/a short sharing to the Faculty for record purposes

4.2 Mentoring Activities

Self-initiated Activities	<ul style="list-style-type: none">● Educational activities (e.g. sharing of academic articles/books; attending professional conferences/seminars/workshops; and working on educational projects, etc.)● Social, cultural and sports activities (e.g. going out for lunch/dinner/tea; arranging campus visits; and engaging in sports, recreational and cultural activities, etc.)● Any other activities considered appropriate● The mentoring activities are preferred to have a third party present or conduct in a public place when both the mentor and mentee are of the opposite sex
Faculty Activities	<ul style="list-style-type: none">● Mentors and mentees are encouraged to join Faculty activities together, such as Inauguration Ceremony and Spring Gathering● The Faculty will also organize outdoor activities from time to time for all mentor-mentee groups, such as hiking, picnics and doing sports.

4.3 Means of Communication

For mentoring to thrive, a solid relationship needs to be formed between a mentor and a mentee. Therefore, it is important that they should agree on the level of commitment, mode and frequency of interaction at the outset and that **a periodic communication be maintained through emails, social media, phone calls, or any other forms as mutually agreed by the mentor and mentee.** Mentees should actively take initiatives to reach out to their mentors.

5. Faculty Support

To ensure a rewarding mentor-mentee relationship, the Faculty will provide the following support:

5.1 *Inauguration Ceremony in October/November*

Mentors and mentees will be well informed of the programme goals, participant roles, mentoring best practices and mentoring process.

5.2 *Periodic Review*

Mentees are required to submit an interim report in March and an evaluation report in August to the Faculty with an intention to address any key issues.

5.3 *Continuous Improvement*

With feedback from mentors and mentees, the Faculty is committed to the ongoing development of the programme. Both mentors and mentees are welcome to contact the responsible staff who is there to provide support, identify opportunities and troubleshoot issues and work with the stakeholders to make ongoing adjustments to keep the programme thriving.

5.4 *Off-campus activities*

Depending on the COVID-19 situation, both mentors and mentees will be invited by the Faculty to join outdoor activities to signify the next phrase of the mentoring connection under the programme. The gatherings aim to provide opportunities for both mentors and mentees to reflect upon their experience in the mentoring process as well as occasions for the Faculty to express gratitude to all stakeholders for their contributions to the programme.

5.5 *Re-matching/Withdrawal Mechanism*

Under special circumstances, request for change of mentor/mentee and withdrawal from the programme will be handled by the Faculty on a case by case basis with justifiable reasons.

6. Programme Timeline for 2022/23

Tentative Dates	Event/ Activity
Early September 2022	- Programme Promotion; - Mentors and Mentees Recruitment
16 September 2022	End of Recruitment
Mid – Late September 2022	- Mentor-Mentee Matching; - Announcement of Matching Results to Mentors and Mentees
October 2022 – September 2023	Mentorship Period
Late October – Early November 2022	Inauguration Ceremony*
February/March 2023	Spring Gathering*
March 2023	Submission of Interim Report by Mentees

June – July 2023	Off-campus activity organized by the Faculty*
August 2023	Submission of Evaluation Report by Mentees
September 2023	End of Programme

**Depending on the course of the COVID-19 pandemic, the dates are tentative and subject to change. Details will be confirmed and announced in due course.*

7. Enquiries

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