

DEPARTMENT OF PSYCHOLOGY

MENTORSHIP PROGRAM

2023-24 Mentor Handbook

Welcome

It is a pleasure to welcome you all to the Department of Psychology Mentorship Program, both returning mentors and new alumni volunteers. As a mentor, you will have the opportunity to connect with an undergraduate student in the Psychology program and be a source of information and advice as these students transition from the classroom to the workforce.

Every effort has been made to best match you with an appropriate student mentee. Once we initiate the first meeting, it will be the student's responsibility to continue the conversation and introduce themselves, and to keep us informed of their progress.

We will be in touch with you once the program is underway to confirm that you and your mentee have connected successfully. We also encourage you to contact us during the length of the program with any questions, comments or feedback you may - or just to say hello. We greatly appreciate your willingness to take part in this program and we hope you enjoy the experience.

Best regards,

Katherine Duncan

Associate Professor & Associate Chair, Undergraduate Studies
Department of Psychology

Ashley Waggoner Denton

Associate Professor, Teaching Stream (and Alum)
Department of Psychology

Psychology Mentorship Program

Our program aims to support psychology students in 3rd and 4th year as they explore their career and educational options beyond graduation.

Psychology students are interested in a wide variety of areas, from clinical psychology to business to human resources and more. As a mentor, by sharing your experiences, insights and advice, you can impact the student experience in a meaningful way and can play a pivotal role in helping our students to understand the opportunities that are open to them after they graduate. Students always value the opportunity to learn from our alumni and appreciate your time.

What do we mean by *mentoring*?

Acquiring a mentor can help students prepare for life after university. The mentoring relationship creates an environment in which students can develop and practice important skills needed for the workplace and/or for continuing their studies. It allows them to ask questions, to better understand their career choices, and to obtain a practical and realistic picture of the working world. A mentor can help these students create their network of contacts with individuals in their area of interest.

What kind of activities do mentors participate in?

Possible mentoring activities include:

- Conduct a goal setting session to identify areas that you will work on together;
- Provide the student with advice concerning career choices, job applications and interview skills;
- Review your student's resume and give comments;
- Refer the student to professional colleagues for informational interviews;
- Arrange a meeting for the student to be introduced to an important contact in your field, making suggestions prior to this meeting regarding possible topics of conversation (a debrief session is often helpful afterwards);
- Share topical articles and books for discussion "Offer support by email or by phone on specific issues raises by the student.

Timeline

October 23, 2023

Program application deadline.

Early November 2023

Alumni and students will be notified of one another's name and contact information. Some mentors may be matched with two mentees if they have indicated their willingness to do so on their initial questionnaire. At this point, students will be directed to initiate contact with their mentor, by e-mail, to introduce themselves. This should take place the week before the Meet & Greet Event.

Thursday, November 16, 2023 from 6:00 pm to 7:00 pm

Meet & Greet Event: This event, for those whose location allows them to attend, is a wonderful way for mentors and students to meet one another for the first time. Closer to the event, you will receive an email invitation to the Meet & Greet but, in the meantime, **save the date.**

Where: Room 4043, 100 Sidney Smith Hall, 100 St. George Street, Toronto, ON M5S 3G3

November 2023 through to March 2024

Mentors are asked to participate in a minimum of two to three meeting with their mentees; it will be the student's responsibility to take the initiative in arranging these meetings. If doable, one of these meetings can be a visit to your workplace (if you are not working remotely) and include a brief tour of the worksite. If you are out of town and mentoring remotely, if possible arrange for a virtual visit to your work place.

Late March 2024

Program Closing Event: Date and time to be confirmed.

April 2024

You will be asked to complete a program evaluation form. This will be very helpful in our continued efforts to improve the program.

Resources

Sample Questions your student mentee may ask you:

- What are the most important skills someone should have to find success in this occupation?
- In what ways did your education contribute to your career?
- What are the things you find personally rewarding and satisfying in your career?
- What are the things you find frustrating or disappointing?
- What do you do in a typical day?
- What skills or abilities are important to be successful in this field?
- What kind of experience is needed for this occupation?
- Is a graduate degree absolutely necessary for this occupation?
- What extra-curricular activities and/or volunteer experience should I pursue to help me prepare for a career in this area?
- What kinds of summer/part-time positions did you have that you feel contributed significantly to your career?
- What sort of job could I be doing right now which might prepare me for this kind of work?
- What are the typical entry-level positions in this area and their salary levels?
- How long should I expect to stay in an entry-level position and where can I go from there?
- What are the average earnings? Are there regular increases?
- How many hours per day or week does one work? Is remote working an option?
- Is travel part of the job?
- What are the opportunities for advancement? For transfer?
- Who helped you get into this field through networking or otherwise?
- What professional associations or organizations are useful to belong to in this field?

General Housekeeping Rules

Confidentiality

All alumni mentors and student mentees are responsible for identifying and observing areas of confidentiality, including personal, contact, employment and/or academic information.

Professionalism

One of the core objectives of this program is to get students into the habit of initiating professional, efficient and timely business-style correspondence. They will look to you to set the tone for acceptable levels of professionalism – please feel free to exercise your judgement, and by all means go ahead and respond in the manner with which you are most comfortable, but do bear in mind that for the students, learning the conventions of acceptable professional interaction is crucial. This applies to electronic, written, telephone and face-to-face communication.

Withdrawal from Program

If either you or your student feels that the mentor/student relationship is not benefiting either party, please contact the Psychology Undergraduate staff at 416-978-5168 or **psy.ug-assistant@utoronto.ca**

Questions/Comments

Contact us at **psy.ug-assistant@utoronto.ca**