

Why are we starting this Program?

Who we are: At WiTT, we connect women with a community that believes in and advocates for them. Through education, networking, scholarships and community outreach. WiTT promotes women in technology and helps carve a path for the next generation.

What does success look like?

A successful mentor program provides opportunities for students to...

- Explore the world of work through interaction with professionals in the Technology career of their choice.
- Gain an experienced Technology practitioner's perspective on applying textbook concepts to real-life situations.
- Familiarize themselves with corporate protocol.
- Identify long-term professional development needs.
- Realize the value of networking.
- Develop a meaningful professional relationship over a specified period of time.

A mentor program benefits professionals by allowing them to....

- Contribute to the professional development of the future Technology workforce.
- Identify potential interns and new hires for their organization, if that program exists.
- Assist students in beginning successful careers.
- Give something back to the profession.

Guidelines of the Program

- The school will provide a champion, coordinator, and mentees.
- WiTT will provide the Outreach Director, coordinator, and mentors.
- Purpose of these roles is to oversee, provide feedback, and help to ensure the program is continually improving and successful.

Who is eligible to participate?

Students: A female student pursuing a career in technology.

Must attend at least one WiTT event during the mentorship (in person or virtually).

Must be a full-time or part-time student in good standing. Grad or Under-grad

Must complete a mentee application.

Mentors: A professional woman who is and has been in the technology field whether directly or indirectly.

Must actively participate and support WiTT.

Must be a current Technology practitioner.

Must be willing to commit to the mentor program for a specified period of time.

How long will the relationship last?

- The length of time will be determined by the mentor and mentee but should be at least one semester and can be longer. Currently, we are piloting a two semester engagement.

How will students and professionals be matched?

- A mentor profile must be filled out and returned to the WiTT coordinator.
- A mentee profile must be filled out and returned to the school coordinator.
- A review will be conducted initially by WiTT and school coordinators. If necessary and/or more beneficial, the WiTT coordinator will meet with the mentor(s) and match that way.

Activities and guidelines:

- Mentor must make initial contact with mentee within one week of assignment.
- Mentors must communicate with mentees on a recurrence basis at least once every two weeks is preferred.
- Mentors and mentees must complete at least two of the suggested activities. (see Suggested Activities list at the end of this document.)
- Mentees must attend group meetings of all student mentees internally.
- Mentees must fill-out a survey after each session.
- Mentors and Mentees must attend an event to discuss and celebrate the program successes and give feedback for future improvements after each semester.
- Mentor must expose Mentee to other areas of technology.

Monitor and evaluate the results of the program.

- In order to ensure that the mentor program is meeting its objectives, it is important to maintain open communication with all participants and to actively solicit feedback on the results via survey.
- Follow-up with participants to ensure that mentors and mentees have made initial contact by suggested deadline date.
- Request a written summary of their mentor experience from all participants at the end of the semester.
- Use the information obtained through these meetings and evaluations to assist current participants in achieving their goals for the program and to improve the mentor program for future mentors and mentees at the end of the semester.

Suggested Mentor/Mentee Activities

***Due to COVID-19, we encourage all meetings be virtual until otherwise announced**

- Lunch with mentor, mentee, and several other Technology professionals to discuss everyday challenges practitioners encounter in their work.
- Mentor and mentee discuss proper business and communication etiquette and corporate protocol.
- Mentee attends a company staff meeting.
- Mentor and Mentee attend a professional WiTT meeting together. Mentor introduces Mentee to other Technology professionals.
- Mentee accompanies mentor to other professional meetings attended. Mentor discusses common challenges of being a female in the Technology field
- Mentor reviews mentees resume and offers suggestions for improvement

Suggested Guidelines for Mentor/Mentee Meetings

Phone Contact

- Mentor calls mentee to arrange initial meeting and discuss scheduling.
- Mentee calls mentor to arrange joint attendance at WiTT meetings.
- Mentee calls mentor as needed for advice on Technology-related course work and career direction.

1st Meeting

Mentee: Explain why you are interested in the Technology profession.

Discuss your perceptions and expectations of the mentor relationship.

Ask questions.

Plan future meetings and contacts.

Mentor: Discuss your current job responsibilities.

Explain how you got into the profession.

Discuss the necessary academic and personal preparation needed for your career.

Share your feelings on the importance of networking and continued professional development.

2nd Meeting

Have a virtual coffee/lunch meeting with Mentor. Mentor could invite other professionals to promote networking and provide different viewpoints for mentee.

3rd Meeting

Discussion of the virtual networking lunch. Completion of a suggested mentor/mentee activity. (See list below.)

4th Meeting

Discussion of the mentor experience.

Discussion of the value of additional meetings or contact.

Attend WiTT meeting