30 Minute Mentoring Guidelines

30 Minute Mentor Role

As a 30 Minute Mentor you are a guide and resource who will share your academic and professional experience to help a current U-M student build success at U-M and prepare to launch their careers.

Though your session is only 30 minutes, your conversation shows students how to make professional contacts, explore different professional paths, and evaluate internship and career choices.

Alumni mentors set the tone for a comfortable, respectful, and open-minded conversation that will be mutually beneficial for both parties. Mentors benefit by refining your coaching skills, expanding your professional network, and learning about the current U-M campus climate and student population.

Virtual 30 Minute Mentors

By volunteering as a virtual 30 Minute Mentor, you agree to have your career volunteer profile information published on the Alumni Association’s website for an approved month during the academic year. Students will have the opportunity to review your information and register to meet with you. Once a student selects a session with you, they will receive your contact information in order to contact you via email by the end of that month. In their introductory email to you students will be asked to share:

- Their preferred method of contact. (In person, email, Skype, Google Hangout)
- Several meeting times during the day that would work well to connect. (date and time)
- Their goals for their 30 Minute Mentor session.
- Their background including major, graduation year, activities, clubs, and work experience (a resume may be attached).

What is Expected of a virtual 30 Minute Mentor?

- One time 30 Minute Mentor session with the student who contacts me.
- Approach the mentoring session with an open mind, professionalism and respect.
- Respond to communications from the student in a timely manner.
- Complete the post mentoring survey (sent at the end of the month).
- Communicate problems with the mentoring relationship to the Alumni Association staff by sending an email to alumnicareerservices@umich.edu.
What is Not Expected of a Virtual 30 Minute Mentor?

- To have all the answers for your student.
- To offer jobs or internships to your student.
- To continue the relationship after fulfilling your 30 Minute session.

What is expected of the Student?

- Make the first contact with their selected mentor within 5 business days by sending an introductory email.
- Approach the mentoring session with an open mind, professionalism and respect.
- Respond to communications from the mentor in a timely manner.
- Be appropriate in their requests of their mentor (in particular not asking for a job or an internship.)
- Complete the post mentoring survey (sent at the end of the month).
- Communicate questions or problems with the mentoring connection to the Alumni Association staff by sending an email to umalumnicareerservices@umich.edu.

30 Minute Mentors is a service provided by the Alumni Association of the University of Michigan to students and alumni of the University. While the Alumni Association strives to identify relevant and high quality professionals to provide career advice, we cannot be responsible for screening or evaluating the quality of any advice provided by alumni mentors.