

Utica College Alumni/Student Mentoring Program:

Guidelines for Students

Purpose of the Mentoring Program:

The Mentoring Program is intended to provide current students of all majors and class standings with the ability to connect with alumni and receive mentorship to make informed career decisions. By accessing alumni's valuable career experience and occupational knowledge, students will enhance their own career development by understanding the relationship between coursework, experiential education, networking, personal traits, and career. Likewise, students will have the opportunity to expand their understanding of career through the guidance and advice of mentors in areas of current professional trends, market conditions, career tracks, opportunities for advancement, and much more.

Practicing Professional Etiquette:

As representatives of Utica College, students participating in the Mentoring Program must observe and demonstrate appropriate professional etiquette at all times, whether connecting with alumni mentors online or in person. This includes:

1. Maintaining a professional presence on LinkedIn profiles (see section below)
2. Using professional language and tone when interacting with alumni mentors
3. Following through with alumni mentors in a timely fashion and exercising punctuality in the case of a meeting, shadowing opportunity, informational interview, etc.
4. Dressing professionally or otherwise appropriately in the case of a meeting, shadowing opportunity, informational interview, etc.
5. Demonstrating appreciation during and after the mentoring experience

Although LinkedIn's site does support separate job search features (which you are encouraged to use), it is important to understand that the Mentoring Program is not intended to fulfill the function of job seeking. Do not ask for a job from your alumni mentor or any alumni in the Mentoring Program LinkedIn group. The Office of Career Services maintains job search databases and hosts job fairs for this purpose, in which students are encouraged to participate. If students fail to observe professional etiquette, they will be removed from the group and prohibited from accessing the Mentoring Program.

How the Mentoring Program Works:

The Mentoring Program is administered by the Offices of Career Services and Alumni and Parent Relations. The networking site, LinkedIn.com, hosts the Mentoring Program as a closed group at www.utica.edu/linkedin-mentor. Student must obtain permission to join the group from administrators. Before permission is granted, the following must occur:

1. Completing LinkedIn's free registration to join the site at www.linkedin.com
2. Developing professional profile information on LinkedIn, including uploading a professional photo
 - a. For help using LinkedIn, go to help.linkedin.com or visit LinkedIn's student introduction videos at university.linkedin.com/linkedin-for-students.html
3. Completing a brief orientation session by making an appointment with the Office of Career Services

Once approved to join the Mentoring Program, students may review the profiles of alumni mentors using the group's "Members" tab. To approach alumni mentors with a question or the desire to connect, use either the "Connect" or "Send Message" feature that appears below the alumni mentor's name in the "Members" tab. Both options require you to write a professional, customized note introducing yourself. If you elect to "Connect," be sure to select the "Group" option when prompted to indicate how you know the mentor. If any questions or concerns arise, please contact the Office of Career Services immediately.

Additional Resources:

For questions about how to use LinkedIn and the Mentoring Program after joining, please contact the Office of Career Services (careerservices@utica.edu, 315-792-3087). During the orientation session, students will also receive a list of topics and associated questions that would be appropriate to ask alumni mentors.