

The Collins School of Hospitality Management

Mentor Program Guidelines & Rules of Engagement

These Guidelines and Rules of Engagement for the Mentorship Program and the Mentor/Protégé relationship are established by Board of Advisors and the Academic Excellence Committee.

Mentorship Program Guidelines

- While participating as a mentor in this program is voluntary, it is strongly encouraged.
- Protégés will be at least of junior standing with at least one year of coursework remaining. Students meeting these criteria may apply while in HRT 350 (Management of Human Resources in Hospitality) or after the successful completion of this course.
- Potential Board of Advisor members and/or Alums (or their associates) and potential protégés complete a Mentor/Protégé Application.
- The matching of the mentor with a protégé is the role of a Selection Committee.
- The Selection Committee is established annually by the Academic Excellence Committee. Selection Committee members may be representatives from:
 - The Board of Advisors
 - The Academic Excellence Committee, including faculty
 - The CSHM Alumni Association
 - The CSHM student body
- The mentor is paired with a protégé based upon application information provide by both parties. The protégé is matched with the mentor that the Selection Committee determines is the best person to aid in the student's professional development.
- Once the matching is complete, the mentor is notified. It is the responsibility of the mentor to contact his or her protégé and assure that the first mentoring meeting is arranged.
- One social event is held annually for all mentors and protégées. Eventually the purpose of the event will two-fold:
 - To introduce new protégés to their mentors
 - To formally recognize the previous year's mentors and protégés
- Mentor/Protégé progress is monitored by bi-annual, confidential survey conducted by the Academic Excellence Committee to ensure that Mentorship Program meets the strategic objectives of The Collins School, the Board of Advisors and the CSHM Alumni Association.

Mentorship Rules of Engagement for Mentors & Protégés

- Establish mutual trust
- Commit to success
- Meet quarterly for lunch (at a minimum)
- Phone contact once a month
- Regular email contact
- Maintain Confidentiality
- Formal Relationship for one year