Mihaylo College of Business and Economics
EXECUTIVE COUNCIL

Mentoring Program
About the Executive Council

The Executive Council for the Mihaylo College of Business and Economics at California State University, Fullerton, plays a key role in realizing the vision established by the dean, the faculty, and the alumni for the business students and Mihaylo College as a whole. Formed in 1972, this important advisory group consists of over 70 business executives from firms in the region committed to increasing Mihaylo College’s visibility in the business community and enhancing the education of the next generation of business leaders.

The mission of the Executive Council is to provide the Southern California business community the ability to interact with, provide advice to, and assist the Mihaylo College of Business and Economics at California State University, Fullerton in achieving its goals of academic excellence and community recognition. The Executive Council also assists Mihaylo in its fundraising efforts in support of educational excellence.

Executive Council Mentoring Program

The Mihaylo College Executive Council Mentoring Program is designed to provide students a bridge between their academic life and their respective careers by mentors who are business professionals from the Executive Council.

Executive Council professionals will mentor Business Honors Students, Dean’s Scholars and Business Inter-Club Council students about the intricacies of the corporate culture. Some topics may include what to expect and how to prepare for job interviews, the job expectations of corporate employers, networking, and professional development. The mentor will guide the student using experience and observation as a point of reference.

The Executive Council Mentoring Program will provide a Program Coordinator to assist with administration.

Mentoring Program Requirements

Process

Mentees who are interested in participating in the program will be provided with a Mentoring Program Application to aid in the process of matching mentor to mentee. Matches will be based on mentee interest in the work field and mentor firm association.
Expectations for Mentors

- The mentor’s role is to function as an advisor, consultant, and business coach.
- Mentors should guide their mentees in accomplishing their professional goals.
- Mentors should meet with their mentees in person a minimum of once a month, with the opportunity of using the Executive Council meetings and college activities.
- Mentors should be proactive in contacting their mentees to check in.
- Mentors must attend the Mihaylo College Mentoring Program Kick-Off Breakfast in early February to meet their mentee.
- Mentors, along with their mentees, are also encouraged to attend as many Executive Council events as possible.
- Mentors will be periodically contacted by the Program Coordinator to assess the progress of the relationship.
- Mentors are NOT expected to serve as tutors or personal counselors.

Program Expectations for Mentees

- Mentees need to be prepared to share their career concerns and to have their questions addressed.
- Mentees should seek advice by actively asking questions.
- Mentees should meet with their mentor at least once a month.
- Mentees should stay in contact with their mentor and attend any scheduled appointments.
- Mentees must attend the Mihaylo College Mentoring Program Kick-Off Breakfast in early February to meet their mentor.
**Time Commitment**

A successful mentoring relationship requires active participation from both parties. It is expected that the mentor and mentee will meet in person at least once a month. More frequent meetings are encouraged at the option of the mentor and mentee. Additionally, mentors and mentees should engage in on-going contact via phone and/or email.

Mentors must commit to meeting with mentees and attending certain Executive Council events over a period of one semester, during the spring semester.

**Matching**

An attempt will be made to closely match mentors and mentees based on interest in work field and firm association.

**Confidentiality**

Mentors and mentees agree to maintain confidentiality in their mentoring relationship. Neither mentor nor mentee will disclose information from their conversation to outside parties without the consent of the other person. However, the Program Coordinator will periodically contact mentor and mentee on status of mentoring relationship.

**Common & Professional Courtesies**

- Be considerate and committed to the mentoring relationship
- Attend scheduled meetings or call in advance to cancel/reschedule
- Make sure to be on-time to events and meetings
- Schedule the next contact each time you meet
- Return phone calls and email messages within 24 hours
- Promptly notify mentor/mentee of change of address, phone number, and email address
- Follow through on agreements
- Respect each other’s confidentiality
- Be up-front, patient, and trustworthy
- Be respectful of diverse individuals and alternate lifestyles
Monthly Suggested Topics for Conversation

- **February: Mihaylo College Mentoring Program Kick-off Breakfast**
  - What do you hope to gain from the Mentoring Program?
  - What are you studying? (Concentration, Classes, Projects)

- **March: Face - to - face meetings**
  - What are your career aspirations?
  - What steps can you take to advance your career?

- **April: Opportunity to host them at the Midyear Economic Forecast**
  - What current events interest you?
  - How do you plan to educate yourself after you graduate?

- **May: Face - to - face meeting or shadow you at work for a day**
  - What hobbies or extracurricular activities are you involved in?
  - What do you not know or understand about your given field?
The Mentoring Relationship

The Initial Meeting

The first meeting between mentor and mentee is a great opportunity to get to know each other and find out what expectations you both have for the mentoring relationship. To help you get started, mentors and mentees might want to discuss some of the following suggested items during the initial meeting:

- Ensure you understand your respective roles in the mentoring relationship
- Discuss your goals and expectations for the mentoring relationship
- Discuss why you want to be in a mentoring relationship
- Decide on the number and length of contacts per month
- Plan in advance the dates and time of future meetings
- Discuss your preferred ways of interacting (phone calls, emails or face-to-face)
- Clarify all “off limits” conversation topics such as personal life, etc
- Exchange contact information
- Agree on a procedure for notifying each other if you will be late or absent
- Agree on the appropriateness of where and when to call

Topics for Conversation

The following are conversation topics mentors and mentees may want to discuss over the phone, via email, and/or in person:

- Career/personal aspirations and what steps can be taken to accomplish them
- Experiences the mentee expects to have by the time he/she leaves the mentoring relationship and how to accomplish them
- How to balance work, school, and/or personal life
- How coursework and majors relate to real life applications
- Mentor’s/mentee’s field of study, work experiences, and/or research projects
- Campus/community service or involvement
- Extracurricular activities, hobbies, sports, and/or recreational interest
- Academic issues, coursework, classes, and/or research interests
- How to obtain an internship and/or co-op
- Time management and life skills
- Current events (campus, community, national, international)
- How to resolve conflicts
- Ethical dilemmas faced in school, work or personal life
- Business-world structure

Each mentoring situation is different and is not limited to the above items for discussion.
Suggested Mentoring Activities

- Arrange to have the mentees “shadow” mentor at work for a day
- Arrange to have mentees take a tour of mentor’s workplace
- Conduct a mock interview with mentee
- Assist mentee in developing a resume
- Discuss the value of internships
- Attend a professional organization meeting, business, sales, strategic planning meeting, or event

Guidelines for the Mentoring Relationship

The following guidelines provide important guidance to both mentors and mentees regarding the mentoring relationships. These boundaries protect the rights of all mentoring participants.

- Trust and confidentiality are critical components of a successful mentoring relationship and will be maintained at all times
- Students must be enrolled for the duration of the program and must remain in good academic standing
- Professional conduct will be maintained at all times throughout the mentoring relationship and meeting in a professional environment is required
- Commitment to the mentoring relationship is an important part of the Mentoring Program. Those unable to fulfill their commitment or who have difficulty in their mentoring relationship should contact the Program Coordinator to discuss the appropriate course of action
- There will be no consuming alcohol or drugs within the mentoring relationship
Mentoring Agreement

We are both voluntarily entering into this partnership. We wish this to be a rewarding experience, spending most of our time discussing developmental activities. We agree that:

1. The mentoring relationship will last through May.

2. We have read the Guidelines for Mentoring Relationships and agree to abide by them.

3. We will meet at least once every _______ weeks. Meeting times, once agreed upon, should not be cancelled unless unavoidable. At the end of each meeting we will agree on a date for the next meeting.

4. Between meetings, we may contact each other by telephone or email.

5. We agree the role of the mentor is to:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

6. We agree the role of the mentee is:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

7. We agree to keep the content of these meetings confidential.

8. The mentor agrees to be honest and provide constructive feedback to the mentee.

Date: _______________________

Mentor: ______________________ Signature: ______________________

Mentee: ______________________ Signature: ______________________
Selection Timeline

- November through January – Recruit Executive Council Mentors
- January – Application deadline for students
- January – Notification to mentors and mentees
- February – Mentoring Kick off Breakfast

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Steven G. Mihaylo College of Business and Economics
California State University, Fullerton

ABOUT US

Mihaylo College of Business and Economics at California State University, Fullerton is a nationally recognized comprehensive business school, offering graduate and undergraduate degree programs that integrate classroom education with the best business practices, technology, award-winning research, functional applications and real-world experience.

Since the inauguration of business courses more than 50 years ago, the Mihaylo College has always been forward-thinking and future-focused. We are the only university in Orange County to be accredited by AACSB International both for the College and for the Accounting program.

As the largest business school on the West Coast, we provide a world-class business education to a highly qualified and diverse student body. Students at California State University, Fullerton represent the diversity of Orange County and Southern California region. Cal State Fullerton ranks No. 1 in California and sixth in the nation among top colleges and universities awarding bachelor’s degrees to Hispanics and we rank sixth in the nation in terms of baccalaureate degrees awarded to minority students.

Further setting us apart is our integral involvement with regional leaders in the unique learning laboratory and business environment that is Orange County, California, one of the most important economic environments in the world. The impact of Mihaylo College on this vibrant economic region is unmatched by virtue of our vast alumni network, our Centers of Excellence, our faculty and our community partnerships.

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