ASSOCIATION OF CONSULTING ENGINEERING COMPANIES MANITOBA

# MENTORSHIP PROGRAM

# MENTORING POLICY STATEMENT

## GENERAL:

Mentoring is a learning and professional development relationship between engineering students and consulting engineering professionals employed by ACEC-MB member firms. Through this relationship, the Mentor shares their knowledge, experience, and insights into the consulting engineering industry, while the Student gains an understanding of the profession and explores potential career paths.

Mentoring is a two-way learning experience that supports both the Mentor and the Student in developing new skills, building confidence, and growing professionally.

## GOAL:

The goal of the ACEC-MB Mentoring Program is to give students an introduction to the diverse, challenging, and rewarding career opportunities available in consulting engineering. Through the mentoring relationship the Student should gain a greater understanding in the following areas:

- Consulting engineering industry – what it is, what it does, and how it is structured.
- Applicability of specific engineering disciplines.
- The roles of different professionals within a consulting engineering team and how they work together.
- Potential career paths and the differences between consulting, private, and public sector entities.
- Other sources of information about the consulting engineering industry.
- General insight into the world of engineering work after graduation.

For the Mentor, this program provides an opportunity to share the passion for a career in consulting engineering.

## REQUIREMENTS:

**Students** must be registered for the current academic year in the Faculty of Engineering at the University of Manitoba or in an Engineering Technology Program at RRC Polytech , with preference given to senior year students graduating within the next two (2) years.

**Mentors** must be employed by members of ACEC-MB and must be willing to embrace the role of a Mentor. Additionally, Mentors must understand that this is a student driven relationship and make a diligent effort to be available for their Student within the program's expectations.

The Student or Mentor may end the mentoring relationship at any time by providing written notice to the ACEC-MB Mentoring Coordinator. The official Mentor/Student relationship will terminate at the end of the current academic year. However, informal mentoring relationships are fundamental to professional development and can be pursued at any point in a career.

ASSOCIATION OF CONSULTING ENGINEERING COMPANIES MANITOBA

**MENTORSHIP PROGRAM**

**MENTORING POLICY STATEMENT**

## ROLES:

The **Mentor** and **Student** share the responsibility to:

- Develop and discuss their expectations of the mentoring relationship.
- Maintain an open line of communication, with the Student taking primary responsibility for initiating communication.
- Actively work together to schedule and attend meetings at least once a month, either virtual or in person.
- Develop a strategy of mentoring activities that supports the Student's career development.
- Focus the initial part of the mentoring relationship on the Student's career skills development, followed by refining their career goals and plans.
- Attend ACEC-MB Mentorship Program events.
- Review the effectiveness of the mentoring relationship at least monthly and provide feedback as needed.
- Be willing to give open and honest feedback about the mentoring program.

### *The Mentor*

As an individual commits to:

- Accept the Student for who they are.
- Be supportive and realistic.
- Be honest and encouraging.
- Build confidence in the Student.
- Be respectful of the Student's social and cultural environment.
- Offer useful information.

As a Career Coach commits to:

- Advise the Student on career paths and technical development opportunities within the industry.
- Help the Student design their career goals.
- Motivate the Student to initiate activities on their own behalf and to perform at their highest level.
- Guide the Student by providing them with frank, constructive information and feedback.

ASSOCIATION OF CONSULTING ENGINEERING COMPANIES MANITOBA

# MENTORSHIP PROGRAM

# MENTORING POLICY STATEMENT

## *The Student*

The **Student** is a seeker of consulting engineering industry knowledge and is willing to receive the advice, counsel and guidance of the Mentor.

As an individual commits to:

- Accept the Mentor for who they are.
- Do not expect the Mentor to find or offer employment opportunities.
- Be flexible in the mentoring relationship.
- Listen carefully to the Mentor.

As prospective consulting engineering professional commits to:

- Assess their developmental needs and goals.
- Communicate needs and goals to the Mentor.
- Use the experience, knowledge, and wisdom of the Mentor.
- Be proactive about pursuing opportunities.

ASSOCIATION OF CONSULTING ENGINEERING COMPANIES MANITOBA

**MENTORSHIP PROGRAM**

**MENTORING POLICY STATEMENT**

## EXECUTION:

The ACEC-MB Future Leaders Committee maintains a roster of Mentors by area of interest.

At the start of each Mentorship Program Year (aligned with the university academic calendar) the ACEC-MB FL Committee recruits Mentors from the Association's membership, and Students from the University of Manitoba's Faculty of Engineering and RRC Polytech Engineering Technologist Program.

The mentoring relationship begins when the Mentorship Program Coordinator pairs the Student with a Mentor and both mutually consent to the Mentoring Agreement.

Factors to be considered in matching a Student to a Mentor shall include:

- The Student's area of interest in the consulting sector,
- Area of study (educational background) of Student and Mentor,
- Work Experience.

The Mentor/Student relationship shall be governed by the following fundamental elements:

- Frequency of communication should be once per month but may be more often if helpful to either party.
- Both parties are expected to make a diligent effort to attend all formal Mentorship Program Events, regardless of the attendance of the other party.
- Either party is free to ask the Program Coordinator to come up with a different pairing.
- Both parties agree to promptly respond to feedback requests.

ASSOCIATION OF CONSULTING ENGINEERING COMPANIES MANITOBA

# MENTORSHIP PROGRAM

## SAMPLE DIALOGUE QUESTIONS

The goal of the initial conversation is to establish an open dialogue between the Mentor and Student and help guide their mentoring relationship over the coming months. Understanding the Student's knowledge, interests, and goals will help the Mentor tailor future meetings and conversations to make them relevant and productive.

The following questions are intended to break the ice, encourage discussion, and help both individuals get to know each other. Mentors should aim to create a comfortable, respectful environment where the Student feels welcome to share their experiences, ask questions, and discuss their interests.

### Questions For Professionals

What inspired you to pursue engineering?
What skills are most important in consulting engineering?
What advice would you give students entering the industry?
What is one career lesson you wish you had learned earlier?
Are you active in any professional associations such as ASCE, ITE, SAE, IEEE, etc.?

### Questions For Students

What interests you most about consulting engineering?
What skills or experiences do you hope to gain from a mentor?
What challenges do you anticipate when entering the workforce?
How do you balance coursework, projects, and other commitments?
What skills or knowledge from your classes do you think will be most useful in your future career?
What areas of your education would you like to learn more about from a professional's perspective?