Mount Vernon Women’s Leadership Program  
Mentorship Minimum Guidelines and Talking Points

The primary purpose of the mentorship program is to ensure the legacy of women’s leadership and women’s education by linking alumnae of Mount Vernon Seminary and College with students who enrolled in the Women’s Leadership program, housed at the Mount Vernon Campus. Below are suggestions for mentors and mentees to use as they begin the mentoring relationship. Open and regular communication will enhance the relationship and, over time, establish trust and confidence in the process.

**Minimum Guidelines:**
- The commitment is for one school year.
- This is a professional mentorship/relationship. The mentor assists the student in networking and career opportunities, and provides general advice and counsel.
- The mentee is responsible for 1) setting up regular check-ins (a check-in or meeting once every month or two is suggested); and 2) working with the mentor to establish one to three goal/s for the year.

**Talking Points:**

**Getting to know each other: Establishing credibility and trust**
- Where are you from?
- What school/program are you enrolled in?
- What activities are you involved in?
- What do you do in your down time?
- What is your ideal or dream job/career? (For mentee)
- What has been your career path? (For mentor)
- Are there plans to study abroad?
- What was your experience, best memories of Mount Vernon, the campus and the WLP/women’s education?

**Working together: Setting goals and getting clarity on communications**
- How are we going to communicate and how often?
- What goal/s do you have for the year, what does success look like, and how can the mentor be most helpful? (Write the goal/s down.)
- If the mentee is pursuing an internship and/or job, brainstorm possibilities and how the mentor can help.
- Informal contact is encouraged (i.e. “I found this interesting article and I thought of you”).
- When will I next hear from you? Schedule the date and time.
- If at any time, either the mentor or the mentee feel that they need support, contact the mentoring committee at mvmentoring@gw.edu.
For more information: http://mountvernonalumnae.gwu.edu/become-mentor