

Alumni Mentorship Program (AMP) Handbook



St. Michaels
University School



Amplify Your Network Through Mentorship

From sharing lessons learned and stories of success, to exploring industry and post-secondary insights, the St. Michaels University School Alumni Mentorship Program (or AMP for short) is your opportunity to connect with other alumni to share your skills as a mentor or find support as a mentee.

SMUS draws on more than 110 years of history and tradition through our two founding schools, St. Michael's School and University School. As one of Canada's leading independent co-educational day (Kindergarten to Grade 12) and boarding (Grade 8 to 12) schools, we are defined by our commitment to excellence through academic rigour and a student-centred approach to learning. A desire to keep learning and share knowledge is at AMP's core.

Available to all SMUS alumni, the program is facilitated through SMUS Connect, the school's exclusive online alumni community. AMP connects alumni established in their careers with alumni and current students to create mentor connections that are tailored to each situation and need. We encourage you to ask questions, share challenges and opportunities, and support one another to see the excellence in all of us.

Our Mission

Our school seeks the excellence in all of us, with passion and compassion. We are a community shaped by the pursuit of truth and goodness, providing outstanding preparation for life.

Our Vision

To learn, to lead, to serve.

Our Values

Respect | Courage | Honesty | Service



What is Mentoring?

Mentoring is a connection between two or more people with the focus being on the career and personal development of the mentee. It is outcome driven and made successful by a mutual willingness to learn and share.

Mentors are alumni who are looking to share their experiences and insights with others. They do so by sharing their time and knowledge, offering ideas and advice based on real-world experience, and helping the mentee define and meet their goals.

Mentees are alumni or current students looking for guidance as they navigate their SMUS journey, embark upon their career, consider a career change or explore education opportunities. Mentees want to grow professionally, learn skills, explore career paths and expand their professional networks.

Why join AMP?

Why be a mentor?

- ▶ Support a SMUS student or fellow alumnus by sharing your insight and expertise.
- ▶ Reconnect with SMUS in a way that is meaningful to you.
- ▶ Enhance your leadership skills as you advise and counsel others.
- ▶ Connect with like-minded alumni and grow your personal network.

Why be a mentee?

- ▶ Access the insight and advice of alumni who can provide guidance on your academic, personal and professional journeys.
- ▶ Deepen your appreciation of the core skills you need to advance in your professional development.
- ▶ Tap into a support resource and learn about new opportunities to enrich your educational experience.
- ▶ Build a network of advisors and advocates.



How to Participate in AMP

AMP is offered through SMUS Connect. This SMUS-exclusive platform facilitates peer-to-peer mentorship opportunities by creating a space for people to find each other and connect. You can register using your LinkedIn, Facebook or Google account, or you can sign up using your email address.

The program is mentee-driven, meaning the responsibility is on students and alumni to contact potential mentors. The Alumni Relations Office, with the support of the SMUS Alumni Association, works with groups in the SMUS community to encourage mentees to reach out. Mentors are encouraged to maintain their SMUS Connect profiles with as many relevant details as possible to help mentees connect with you.

At SMUS, we believe in authentic and flexible connections, designed to fit a variety of needs among our students and alumni. There is no specific time commitment involved to be a part of mentoring. It is up to each mentorship pair to determine how their connection will work once they have connected via AMP.

Join as a mentor

1. Go to smusconnect.com and either register or log in.
2. Create or update your profile to help potential mentees learn more about you and your experience. You will be asked if you are “willing to help” and will be given a list of options. Select the ways you are interested in helping (these options will be used to filter your availability as a potential mentor).
3. To connect with a potential mentee, respond to requests via SMUS Connect, which can be managed by clicking on “Mentoring” in the left-hand navigation box and selecting “Mentor Relationships.” You will also receive an email from SMUS Connect when a request is made.

Join as a mentee

1. Go to smusconnect.com and either register or log in.
2. Create or update your profile to help potential mentors learn more about you and your interests.
3. Think about what you want from a mentor, and what experience might be most useful for you.
4. To find a mentor, click on “Mentoring” in the left-hand navigation box and select “Find a Mentor.” SMUS Connect will suggest possible mentors, and you can also search by industry and/or geographic region. When searching, select the “Willing to Help” option.
5. To connect with a potential mentor, click the “Request mentoring” button on the person’s profile and send them a message (see sample message in the Resources section).



Community Guidelines

Depending on the level of mentor support requested, your connections can range from one-time requests for help (such as reviewing a resumé) or longer in duration (such as setting up longer-term goals with coaching to help you get there). It is up to each person involved to ensure the experience is positive, constructive and mutually beneficial. Asking for help is the first step, and neither mentors or mentees should feel obligated to continue a conversation if the fit or timing isn't right. To help set expectations, please consider the following:

What we ask of mentors:

- ▶ Respond to each request, even if it is to decline it at this time.
- ▶ Agree on how and when you will contact each other.
- ▶ Help your mentee identify and set goals. Track progress and adjust as needed.
- ▶ Offer feedback and/or define professional behaviour where appropriate.
- ▶ Maintain and model professional behaviour.
- ▶ Set your preferred limit of mentorship relationships through your Mentoring settings to help you support meaningful connections.
- ▶ Respect the privacy and confidentiality of the mentee.

As a mentor, you are not expected to:

- ▶ offer jobs or internships.
- ▶ have all the answers.
- ▶ initiate all contact.

What we ask of mentees:

- ▶ Agree on how and when you will contact each other.
- ▶ Come prepared to discuss goals or with questions about areas you want help with.
- ▶ Remember that a mentor is someone you approach for guidance, not a job.
- ▶ Be professional, respectful and responsible.
- ▶ Be receptive to feedback.
- ▶ Respect the privacy and confidentiality of the mentor.

As a mentee, you are not expected to:

- ▶ already have fully set goals established.
- ▶ initiate all contact once the initial request has been made.



Privacy

Mentors and mentees are responsible for identifying and respecting areas of confidentiality. These areas may include personal or privileged industry information, and if the mentee is a student it may be age related. We ask everyone to use their own discretion and to be respectful of one another.

For more general information, please see the SMUS Connect [Terms of Use](#) and [Privacy Policy](#).

If you have questions or concerns, you can contact Denise Rees, Alumni Relations, at denise.rees@smus.ca.

Questions and Technical Support

If you have questions or concerns related to a specific interaction with your mentor or mentee, or questions about the program in general, contact Denise Rees, Alumni Relations, denise.rees@smus.ca.

SMUS Connect is built on a platform provided by an organization called Graduway. If you have technical issues with using the platform, we encourage you to reach out to Graduway directly at graduwayhelp.zendesk.com/hc/en-us.



Resources

Sample mentorship inquiry message

Dear **[insert name]**,

My name is **[insert name]** and I am reaching out to you today to start a conversation about a potential mentorship opportunity through the St. Michaels University School Alumni Mentorship Program.

[Share your background – graduation year, current area of study, current employment].

I found your profile on SMUS Connect and I am looking for advice and support in **[insert areas of mentorship interest, goals]**. If you are interested in seeing if we would be a good fit for a mentorship connection, I would like to set up a time to chat further.

I look forward to hearing from you.

Sincerely,
[insert name]