

CTTAM'S MENTORSHIP PROGRAM

Program Goal

The goal of CTTAM's Mentorship Program is to facilitate the progression from post-secondary education into the engineering technology industry by mentoring students and new graduates in career development and opportunities available post-graduation. A PDF copy of this program policy statement, including all application forms, can be [downloaded here](#).

Qualifications

Mentors

Mentor applicants must meet the following requirements for consideration:

- Must be a certified member in good standing with CTTAM (C.E.T., A.Sc.T., or C. Tech.)
- Must have a minimum of four (4) years of experience in the engineering technology industry

Mentees

Mentee applicants must meet the following requirements for consideration:

- Must be registered with CTTAM as either Student (final year students only) or Associate classification.
- Must be a registered student of Red River College (RRC) or Assiniboine Community College, or, must be a graduate (up to three years post-graduation) of RRC or Assiniboine Community College

Upon graduation, members must reclassify from Student to Associate.

Roles and Responsibilities

Mentors

The role and responsibilities of a Mentor includes, but is not limited to:

- Willingly and openly communicate and provide honest and constructive feedback to their Mentee(s) and to CTTAM Mentorship Program organizers
- Encourage and guide their Mentee(s) to recognize, develop, and achieve their career goals
- Advise their Mentee(s) regarding career paths and technical development opportunities within the engineering technology industry

Mentees

The role and responsibilities of a Mentee includes, but is not limited to:

- Assess their developmental needs and career goals, and communicate them with their Mentor
- Willingly and openly communicate and accept constructive feedback from their Mentor
- Seek their Mentor's experience, knowledge, and wisdom to gain a better understanding of the engineering technology industry
- Communicate and provide honest and constructive feedback to CTTAM Mentorship Program organizers

Pairs

As a pair, the Mentor and Mentee(s) should commit to the following, at minimum:

- Develop and discuss their expectations of the mentoring relationship
- Develop a strategy/plan to help the Mentee work toward and achieve their career and/or technical development goals
- Create and provide open dialogue with one another
- Be honest and respectful of one another

Mentors and Mentees will meet with one another for two (2) hours per month (October to March), or as deemed sufficient by both Mentor and Mentee. It is their responsibility to coordinate, attend, and actively participate in these meetings.

Program Implementation

Application Process

The program will run from November to March. After the initial 2015 rollout, the program will run from October to March. Mentor and Mentee application forms will be available two (2) months prior. See Appendix A for Mentor and Mentee application forms. [A PDF version of the Appendix A application forms can be downloaded here.](#)

Mentor/Mentee Pairing Process

Members of CTTAM's Young Leaders Committee (YLC) will be responsible for selecting the Mentor/Mentee pairs. The application forms have been developed to prioritize the needs of both Mentor and Mentee. The YLC will accommodate both parties to the best of their abilities.

Mentors and Mentees will review and sign a Commitment Agreement (Appendix B) contained in the policy document. [A PDF version of the Appendix B Commitment Agreement can be downloaded here.](#)

Conclusions

The success of the Mentorship Program is contingent on the active participation and positive mentality of both Mentor and Mentee. Constructive discussion and feedback between Mentor, Mentee, and Mentorship Program organizers is necessary in developing and maintaining an effective program.