



**AMERICAN SOCIETY OF CIVIL ENGINEERS
HOUSTON BRANCH – TEXAS SECTION**

MENTORSHIP PROGRAM

Table of Contents

- Program Goals3
- Program Overview3
 - Participants3
 - Structure3
 - Timetable.....4
 - Recognition at Mentorship Program Dinner4
- Roles & Responsibilities4
 - Mentors4
 - Mentees.....5
 - Mentorship Program Committee.....5
- Contacts5
- Frequently Asked Questions6
- ASCE-Houston Branch Mentorship Program Event Log8

Program Goals

- Connect developing engineers with more experienced engineering professionals
- Transfer the mentor's knowledge gained through experience as a professional
- Expand leadership, coaching, and interpersonal skills
- Facilitate personal and professional growth
- Improve engagement and attendance at ASCE events
- Build networking relationships between members of ASCE

Program Overview

Participants

- Open eligibility for Mentees: Mentees can be at any stage of their career, but a mentee generally is any working professional who is an active ASCE Houston Branch member with less than 10 years of experience or a student attending a university associated with the ASCE Houston Branch with at least a junior or senior status in a civil engineering bachelor's degree program.
- Any employed (or retired) professional who is an active ASCE Houston Branch member may participate as a Mentor. Professionals should be in good standing with ASCE and be current with their national and section dues. Mentors require 6+ years of experience in the field of civil engineering
- Mentoring pairs are mentors and mentees matched per the program application process
- The Mentorship Program Committee is a group of ASCE members who have volunteered their time to facilitate the mentorship program.

Structure

Mentors and mentees will receive a point for each logged event/meet-up they attend together (see the attached event log form). The following is a list of sample events:

- Grab a meal together
- Meet for a visit at the mentor's work environment
- Meet at an ASCE Houston Branch Meeting
- Attend an ASCE YM Event (See Houston Branch Calendar)
- Attend an ASCE Education Outreach Event (See Houston Branch Calendar)
- Attend any Houston Branch institute-hosted events (See Houston Branch Calendar)
- Attend an ASCE-hosted conference

If you have an idea for a meet-up or event that does not fall into any of the categories above, contact the mentorship program committee at mentorship@ascehouston.org for approval to be counted toward your point total. This program's intent is to allow flexibility within its structure so as not to detract from the overall interaction. If you're looking for more options, don't forget about the ASCE events calendar which can be found at <https://ascehouston.org/calendar.php>.

Timetable

The formal Mentorship Program will last from October to April with an objective of 6 meetings. After this time, a more informal relationship can be maintained if both parties choose.

October – Assign Mentor and Mentee Pairs. Program Happy Hour Kickoff.

October through April – Mentorship Program timeframe

May– Mentorship Program Dinner

Recognition at Mentorship Program Dinner

At the beginning of April, logged events for each mentoring pair will be tallied and totaled. Each mentoring pair with at least 4 logged events/meet-ups will get invited to the Mentorship Program dinner in May. Additional program incentives may be awarded to active pairs.

Roles & Responsibilities

Mentors

- Set aside 2-4 hours per month to participate in the program
- Be a role model
- Be a good listener
- Know how and when to give feedback
- Set high expectations for your mentee
- Hold your mentee accountable
- Help build your mentee's self-esteem
- Provide a perspective on career development through the eyes of an experienced professional
- Assist in career planning
- Be a confidant
- Give something back to the profession!

Mentees

- Set aside 2-4 hours per month to participate in the program
- Be receptive to feedback and mentoring
- Think about your future and how your mentor can guide you
- Take advantage of your mentor's knowledge, experience, and expertise
- Respect your mentor's time constraints
- Listen to, question, and strategize with your mentor

Mentorship Program Committee

- Administer the mentorship program
- Ensure both mentors and mentees are following through on their commitment to the program and one another
- Welcome any ideas, suggestions, or feedback for future improvement

Contacts

The mentorship program committee has been formed to assist participants in any way possible. For questions, please contact mentorship@ascehouston.org

Frequently Asked Questions

How are the mentorship pairs matched?

After the program application deadline, members of the Mentorship Committee review all student and professional applications. If there are more Mentee applicants than Mentor applications (or vice versa), the Committee will solicit additional applications to try and match all participants. If the numbers remain uneven, the Committee will consider the applications based on the order in which they were received.

The individual pairs are matched based on areas of interest within civil engineering, geographic location, and other commonalities (i.e. shared extracurricular hobbies). The Committee will do its best to match Mentees to Mentors in their area of interest, but the ultimate goal is to ensure everyone who wants to participate has a pair. Don't be afraid to network and learn something new from someone outside your normal area of expertise/interest!

Who is on the Mentorship Committee?

The Mentorship Committee consists of volunteers from the ASCE Houston Branch.

How many Mentees are assigned to each Mentor?

Each Mentor is assigned one Mentee.

Can I select my Mentor/Mentee?

The Mentorship Committee will assign pairs for the purpose of this mentorship program, and you may not select your pair. We want all participants to network and meet new people within the civil engineering profession. We hope that you will actively participate with your assigned pair, but also encourage you to network with other professionals outside the program.

What kind of time commitment is required from a Mentor or Mentee?

We recommend at minimum 2-4 hours per month.

Who is responsible for scheduling Mentor/Mentee meetings?

The initial contact should be made by the Mentor, however, both individuals will be responsible for contacting one another after that point. This program is not meant for the Mentor to tell the Mentee what to do, nor for the Mentee to have to consistently contact the Mentor. A successful pairing will require communication from both individuals.

How long does the Mentorship Program last?

The program will last for six months from October to April.

What types of events count towards the Mentorship Program?

Please refer to the Structure section of this program guide. If you have an idea for a virtual meet-up or event that does not fall into any of the categories listed, contact the mentorship program committee for approval at mentorship@ascehouston.org

What happens if the Mentor/Mentee relationship isn't going well?

Please contact the Mentorship Committee at mentorship@ascehouston.org immediately if you are having issues contacting or communicating with your pair. The Committee will help resolve any issues and assist with pair communication. If necessary, the committee will assign a new pairing to make sure all participants are getting the most out of the program.

ASCE-Houston Branch Mentorship Program

Event Log

Event No. _____

Event Name: _____

Date: _____ Location: _____

Please provide a brief description of the event/activity that you participated in.

Mentor Signature

Mentee Signature