



Guidelines for Charleston Women in International Trade and College of Charleston mentorship program

Goal of relationship: To help college students learn about opportunities within international trade and improve communication skills with professionals. The mentors will be able to help students successfully enter the professional world. The relationship will be customized based on the needs of the mentor/mentee.

Mentor Benefits and Responsibilities:

- Gain personal satisfaction
- Enhance leadership, coaching, and communication skills
- Develop patience, insight, and understanding
- Benefit from the mutual exchange of ideas and experiences
- Mentor must have willingness to speak with college student about current job and responsibilities, talk about career path
- Meet with student approximately once a month
- Help student where needed with interview skills, resume, etc.

Mentee Benefits and Responsibilities:

- Gain career-related experiences from business professionals
- Clarification of the requisite values, skills, and professional behaviors necessary in the workplace through observation and participation with role models
- Improve social and interpersonal skills
- Discover career options and opportunities
- Further build your professional network
- Mentee will be required to make initial contact with mentor via telephone or email
- Be open to suggestions and willing to ask for help
- Meet with mentor approximately once a month