



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 through helping the next generation of professionals
- Enhance leadership, coaching and communication skills
- Develop more patience, insight and understanding
- Benefit from the mutual exchange of new ideas and experiences
- Mentor must be willing to speak with mentee about current job tasks and responsibilities and to talk about her/his career path
- Meet with student approximately once a month
- Help student where needed with interview skills, resume, business etiquette, and other preparations for entering the professional world
- Help student with networking through events when possible

Mentee Responsibilities:

- Gain career-related experiences from business professionals
- Clarification of the requisite values, skills and professional behaviors necessary in the workplace through observation of and participation with mentor role models
- Improve social, interpersonal, and communications skills
- Discover career options and opportunities
- Further build your professional network
- Mentee must follow through by making initial contact with mentor
- Be open to suggestions and willing to ask for help throughout the mentoring period
- Meet with mentor approximately once a month
- Be responsible and conscientious and exhibit appreciation for the mentor's gift