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# DELTA PHI EPSILON

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## FOREIGN AFFAIRS COUNCIL

## MENTOR PROGRAM GUIDELINES

### Overview

The Delta Phi Epsilon Foreign Affairs Council ("FAC") pilot mentoring program exposes students and recent graduates of international affairs programs at six universities to the workings of international relations and international trade in both the public and private sectors. Mentors are Delta Phi Epsilon alumni and retired members of the Foreign Service who are members of the American Foreign Service Association ("AFSA").

### What to Expect

Mentees and mentors are paired in one-to-one relationships beginning in the Fall and lasting through the school year (January 2019-June 2019). FAC and AFSA match mentors and mentees based on a few criteria including: the mentee's stated goals for the program; mentor and mentee functional specialties and interests (e.g. arms control or trade policy); or geographic specialties and interest.

Mentee and mentor pairs should meet monthly either in person or over the phone depending on the interest of the pair and scheduling availability. During the registration process, FAC asked each mentee to outline their objectives for the mentor-mentee relationship. These objectives should drive the agenda for each meeting between the mentor and mentee. Mentors are encouraged to give assignments or make suggestions which can help move the mentee one step closer to meeting their objectives.

While mentees are tasked with providing clear objectives for the mentoring relationship, mentees will have varying levels of familiarity with the U.S. Foreign Service, federal agencies, and international business and as such mentors are encouraged to use these relationships to help mentees:

- Make intelligent and informed choices about their careers;
- Understand the practice of international affairs-related professions and professional conduct;
- Gain insight into various public and private sector agencies involved in international affairs;
- Develop a deeper understanding of different types of international affairs-related jobs;
- Network and gain visibility into the international affairs community;
- Increase productivity and performance generally; and
- Gain objective feedback on skills.

## Getting Started

- Once mentors and mentees are introduced via email, the mentee will be responsible for initiating the first meeting, scheduling it as far in advance as possible to avoid conflicts.
- Before the first meeting, mentors and mentees should introduce themselves by sending a brief bio. Mentees should also include a short write up of their objectives for working with the mentor.
- While the first meeting will focus on getting to know each other, each meeting should identify 2 to 3 action items or goals which help work towards the mentees' objectives (some ideas are included below).
- The mentee is encouraged to follow up each meeting with an email confirming the ideas discussed and the goals to accomplish before the next meeting.
- Mentors and mentees are encouraged to set realistic goals recognizing that mentees may still be in school and/or working full time. The purpose of a longer mentoring relationship is to make consistent progress toward the overall objective.
- Mentees should spend time before the meeting to consider questions he or she may have for the mentor. The mentor may also prepare for topics to be discussed.

## Ideas for Possible Activities

Below are some suggestions that Mentors might offer or help facilitate for their mentees:

- Suggest articles to read and discuss from The Foreign Service Journal or media source.
- Attend a conference or panel event.
- Tour an agency or business.
- Invite another colleague to join you to meet your mentor or mentee.
- Attend a DPE-FAC or AFSA function.
- Workshop, co-author, or edit an article.
- Design and present a continuing education or public information program.
- Attend a legislative or agency hearing, or a meeting/event of an international organization.

## Mentor-Mentee Reception

Near the end of the program, AFSA and FAC will co-host a reception to thank mentors and mentees for their participation in the program. You will receive additional information on the reception in Spring 2019.

## Questions and Guidance



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