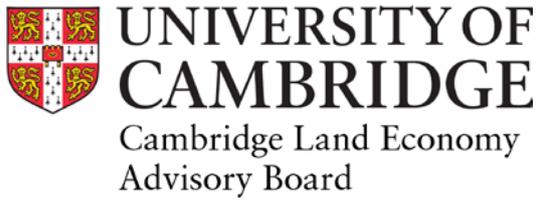


Mentoring Scheme **2014-2015**



in association with



Cambridge University
Land Society

**Guidance notes
for
Mentors and Mentees**

2014-2015

Department of Land Economy

Mentoring Scheme

Overall Intentions of the Scheme

The aim of the mentoring scheme is to provide students with a point of contact within the property industry who can provide:

- Information on the structure and organisation of the industry and insights into the specialist areas of activity within the property market;
- General advice on employment prospects and the nature of work in the industry;
- Updates on the state of the market and developments in the real estate industry and property professions;
- Suggestions on research topics and/or data sources relevant to real estate;
- General support and advice on business matters and the working environment.

The amount of contact and the nature of the interaction between mentor and mentee will be agreed between participants. As a minimum, it is expected that there will be three meetings, one in the Michaelmas (autumn) term, two in the Lent (spring) term.

Mentees will be allocated to mentors taking some account of expressed wishes and areas of expertise, but it will not be possible to match each student and each mentor's requirements exactly.

Responsibility of the Mentor

The primary aim of the mentoring scheme is to provide students with an insight into the operation of the real estate market and its associated financial markets and economic context. It is not just to help them obtain a job, nor is it to provide data for dissertations!

A valuable contribution will be to help students understand which areas of real estate activity they may want to specialise in and, therefore, what type of company or fund may suit them and what additional professional qualifications or knowledge would enhance their career prospects.

Students may also benefit from assistance with research topics and data provision. The mentor should not direct the student to a particular topic, but can provide guidance on current areas of interest in the industry or suggest avenues whereby the student might obtain relevant information – this might be data sources, contacts for interviews and similar assistance.

Your mentee should contact you in the first instance to arrange a meeting: it is not your responsibility to make that first contact. However, it would be helpful if you could respond to enquiries promptly and establish a formal meeting.

It is expected that mentors and mentees meet at least once in the Michaelmas term and twice in the Lent term; however a greater frequency of meetings is encouraged where appropriate. In general, face-to-face contacts are preferred to telephone or email contacts.

If a mentor is unable to meet the student or the student's areas of interest are outwith the expertise of the mentor, the mentor may suggest an alternative mentor within or outside their own organisation. It would be helpful if the mentor could assist with the introduction and that the Department be informed of the change.

Responsibility of the Mentee

It is the mentee's responsibility to make contact with the mentor and to set up meetings. You should aim, where possible, to meet your mentor at least once in the Michaelmas term and twice in the Lent term. You should make contact within five working days of being assigned to your mentor.

Before calling, take time to identify your goals from the mentoring process and the meeting. What do you wish to achieve? How might this be delivered?

Undertake some research on the organisation for which your mentor works and, if possible, about the specialism of your mentor.

Respect your mentor's time: they are busy and you will need to be flexible in arranging a meeting.

Respond promptly to communications and remember to thank the mentor and provide feedback following meetings: a brief summary of the key points of the meeting and (if agreed) the date of the next meeting with an outline agenda.

Remember that it is not your mentor's responsibility to find you a job. They may well be able to give you valuable advice and contacts, but that is not the primary aim of the mentoring scheme.

Remember that it is not your mentor's responsibility to identify a research project for your dissertation, nor to provide you with data. However, they may well be able to guide you as to topics of interest, provide valuable feedback on your proposed research or suggest contacts who may help with data requests.

Withdrawal or Changing Mentor

If a mentor feels that they are unable to offer mentoring to a particular student during the year, they may withdraw from scheme. It would be helpful if they would inform Mentor Programme coordinator of their decision and the reasons for it. If possible, it would be helpful if the mentor could suggest an alternative mentor.

If a mentee wishes to withdraw from the mentoring scheme or to request a different mentor, they must first discuss this with the Mentor Programme coordinator who will, if necessary, refer the matter to the relevant MPhil Programme Director.

Contact

For any enquiries please contact Mrs Gordana Adamceska-Halson on ga234@cam.ac.uk.