

# DEPARTMENT OF PSYCHOLOGY MENTORSHIP PROGRAM

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2024-25 Mentor Handbook

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## Psychology UNIVERSITY OF TORONTO

### Welcome

It is a pleasure to welcome you all to the Department of Psychology Mentorship Program, both returning mentors and new alumni volunteers. As a mentor, you will have the opportunity to connect with an undergraduate student in the Psychology program and be a source of information and advice as these students transition from the classroom to the working world.

Every effort has been made to best match you with an appropriate student mentee. Once we initiate the first meeting, it will be the student's responsibility to continue the conversation and introduce themselves. That said, we also ask Mentors to please keep us informed of their progress so that we can step in to help support the process, as needed.

We will be in touch with you once the program is underway to confirm that you and your mentee have connected successfully. We also encourage you to contact us throughout the program with any questions, comments or feedback you may have.

Our Undergraduate administrative staff are here to help, so all communication can be directed to them via email at: [psy.ug-assistant@utoronto.ca](mailto:psy.ug-assistant@utoronto.ca)

We greatly appreciate your willingness to take part in this program and we hope you enjoy the experience.

Best regards,

**Katherine Duncan**

Associate Professor & Associate Chair, Undergraduate Studies  
Department of Psychology

**Ashley Waggoner Denton**

Associate Professor, Teaching Stream (and Alum)  
Department of Psychology

# Psychology Mentorship Program

Our program aims to support psychology students in 3<sup>rd</sup> and 4<sup>th</sup> year as they explore their career and education options beyond graduation.

Psychology students are interested in a wide variety of areas, from clinical psychology to human resources to law and so on. As a mentor, by sharing your experiences, insights and advice, you can impact the student experience in a meaningful way and play a pivotal role in helping our students to understand the opportunities that are open to them after they graduate. This is invaluable for students, making our program extremely popular.

## What do we mean by *mentoring*?

Having a mentor can help students prepare for life after university. This allows them to ask questions, to better understand their career choices, and to obtain a practical and realistic picture of the working world. A mentor can help these students create their network of contacts with individuals in their area of interest. This relationship also creates a learning environment in which students can develop and practice important skills needed for the workplace and/or for continuing their studies.

## What kind of activities do mentors participate in?

Possible mentoring activities include:

- Conduct a goal-setting session to identify areas that you will work on together;
- Provide the student with advice concerning career choices, job applications and interview skills;
- Review your student's resume and give comments;
- If possible, provide the student with a tour of your workplace;
- Arrange a meeting for the student to be introduced to an important contact in your field, making suggestions prior to this meeting regarding possible topics of conversation (a debrief session is often helpful afterwards);
- Share topical articles and books for discussion
- Offer support on specific issues raised by the student.

## Timeline

### October 15, 2024

Program application deadline.

### Late October/Early November 2024

Alumni and students will be notified of one another's name and contact information. Some mentors may be matched with two mentees if they have indicated their willingness to do so on their initial questionnaire. At this point, students will be directed to initiate contact with their mentor, by e-mail, to introduce themselves. This should take place the week before the *Meet & Greet* event.

### Wednesday, November 6, 2024

**Meet & Greet:** This event, for those whose location allows them to attend, is a wonderful way for mentors and students to meet one another for the first time. Closer to the event, you will receive an email invitation to the Meet & Greet, and in the meantime, we ask you to please **save the date**. The location will be on campus, in the Psychology Lounge at Sidney Smith Hall, 100 St. George Street, Toronto M5S 3G3.

## November 2024 through to March 2025

**Meetings:** Mentors are asked to participate in a minimum of two to three meeting with their mentees; it will be the student's responsibility to take the initiative in arranging these meetings so please let us know if this doesn't happen within a week of receiving your match.

## Late March 2025

**Program Closing Event:** Date and time to be confirmed.

## April 2025

**Complete Evaluation:** You will be asked to complete a program evaluation form. This will be very helpful in our continued efforts to improve the program.

## Resources

Topics for discussion and questions your mentee may ask you:

- What are the most important skills someone should have to find success in this occupation?
- In what ways did your education contribute to your career?
- What are the things you find personally rewarding and satisfying in your career?
- What are the things you find frustrating or disappointing?
- What do you do in a typical day?
- What skills or abilities are important to be successful in this field?
- What kind of experience is needed for this occupation?
- Is a graduate degree absolutely necessary for this occupation?
- What extra-curricular activities and/or volunteer experience should I pursue to help me prepare for a career in this area?
- What kinds of summer/part-time positions did you have that you feel contributed significantly to your career?
- What sort of job could I be doing right now which might prepare me for this kind of work?
- What are the typical entry-level positions in this area and their salary levels?
- How long should I expect to stay in an entry-level position and where can I go from there?
- What are the average earnings? Are there regular increases?
- How many hours per day or week does one work? Is remote working an option?
- Is travel part of the job?
- What are the opportunities for advancement? For transfer?
- Who helped you get into this field through networking or otherwise?
- What professional associations or organizations are useful to belong to in this field?

# General Guidelines

## Confidentiality

All alumni mentors and student mentees are responsible for identifying and observing areas of confidentiality, including personal, contact, employment and/or academic information.

## Professionalism

One of the core objectives of this program is for students to practice professional, efficient and timely correspondence. They will look to you for guidance and to set the tone for acceptable levels of professionalism, so please go ahead and lead communication in the manner with which you are most comfortable, bearing in mind that for some students the conventions of acceptable professional interaction may not yet be familiar to them. This applies to electronic, written, telephone and face-to-face communication.

## Withdrawal from Program

If either you or your student feels that the mentor/student relationship is not beneficial or that you're simply not a good match, please let us know as soon as you can. You can reach the Psychology Undergraduate staff at the phone number or email below.

## Questions/Comments

Contact us at:

(416) 978-5168

[psy.ug-assistant@utoronto.ca](mailto:psy.ug-assistant@utoronto.ca)