

# MEG

## Mentorat pour étudiantes en génie

Mentoring for Women Engineering Students



**PRACTICAL GUIDE**  
**for Mentors and**  
**Mentees**

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Québec 

# CONTENT

	PAGE
WHAT IS A MENTORSHIP?.....	3
WHAT IS MENTORING FOR WOMEN ENGINEERING STUDENTS?.....	4
Goals for women students .....	4
Description .....	5
Process .....	6
Benefits .....	7
Limits of the mentorship.....	7
THE MENTOR'S ROLE .....	8
THE MENTOR'S RESPONSIBILITIES .....	9
THE MENTEE'S ROLE.....	10
THE MENTEE'S RESPONSIBILITES .....	11
APPENDIX 1 – APPLICATION FORMS .....	12
APPENDIX 2 – CONFIDENTIALITY AND PARTICIPATION AGREEMENT.....	13



# WHAT IS A MENTORSHIP?

A mentorship is the process in which an experienced individual (mentor) helps a less experienced individual (mentee) acquire skills, abilities and knowledge to further their personal and professional development.

The mentor-mentee relationship can be multifaceted. Mentors can provide advice on opportunities in engineering and the business world, introduce mentees to networks of contacts, provide them with suggestions or guidance on internship offers or situations they experience in their learning environment.

**Mentors can provide various forms of assistance to mentees, such as:**

**Help mentees ask themselves the right questions about their choice of specialty**



**Give advice about the profession**

**Guide mentees in choosing an internship**

**Share their relevant experiences and their knowledge of the professional world**



# WHAT IS MENTORING FOR WOMEN ENGINEERING STUDENTS?

## Goals for women students



# WHAT IS MENTORING FOR WOMEN ENGINEERING STUDENTS

## Description

In the Mentoring for Women Engineering Students program, women engineering students in their 2<sup>nd</sup> or subsequent year of a bachelor's degree program are paired with a full-fledged engineer (man or woman).

### Who are the mentors?

Full-fledged engineers (men and women) who are members of the Ordre des ingénieurs du Québec.

### Who are the mentees?

Women engineering students in their 2<sup>nd</sup> or subsequent year of a bachelor's degree program.

### Terms and conditions of the program

The mentorship program is a pilot project in 2020 specifically intended for young women.

Mentors and mentees are asked to commit to the program for a **period of 12 months**. However, they may renew their partnership if both parties agree to do so.

In the program, meetings will take place (in person or by web-conference) **at least four times per year**. It is recommended that they communicate (e-mails, calls, texts) every month. The OIQ recommends that they meet in person (at least twice).

At the start of the mentoring process, mentors and mentees must agree on the frequency of their meetings and on the methods of contact they will use to meet the needs of mentees.

The OIQ encourages you to meet in a **public place** like a coffee shop, the university or the mentor's office. It **strongly advises against** meeting at the mentor's or the mentee's home.



MENTORS AND MENTEES MAY CONTACT  
THE OIQ AT ANY TIME IF THEY HAVE AN ISSUE  
WITH THE PROGRAM BY WRITING TO  
[PROMOTION.PROFESSION@OIQ.QC.CA](mailto:PROMOTION.PROFESSION@OIQ.QC.CA).

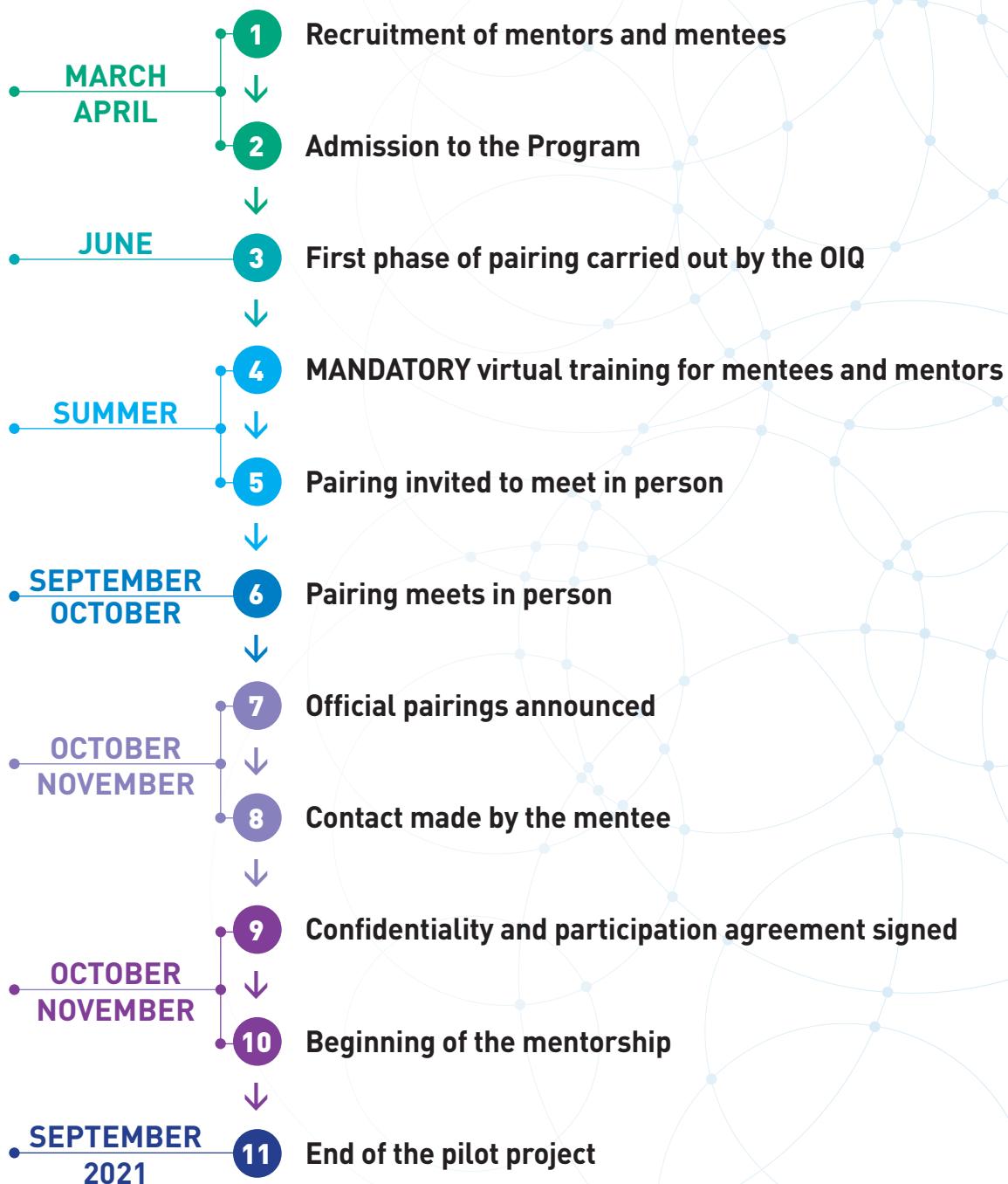
The OIQ wants program participants to work together in a respectful environment that is free of all forms of harassment, discrimination, intimidation or violence.

Once the recruitment process has finished, the OIQ will begin the first phase, where it pairs eligible women engineering students with full-fledged engineers. The pairings will become official after an initial meeting in person that is scheduled in the fall of 2020. **All participants must meet in person with the person they have been paired with.** If you miss this meeting, the OIQ cannot guarantee the pairing. The goal of this meeting is confirm the final mentor-mentee pairings.

During the first mentorship meeting, both parties will sign the program confidentiality and participation agreement (see Appendix 2).

# WHAT IS MENTORING FOR WOMEN ENGINEERING STUDENTS?

## Process



# WHAT IS MENTORING FOR WOMEN ENGINEERING STUDENTS?

## Benefits



### For mentees

- Clarify your career choices
- Benefit from contact with an experienced engineer
- Receive personalized advice on the business world
- Gain different perspectives
- Acquire or improve your communication skills
- Develop self-confidence
- Stay motivated during your studies

### For mentors

- Acquire or improve your communication and leadership skills
- Develop new personal and professional skills
- Give back to the profession and your field of practice by helping future engineers
- Make a difference in the life of a woman engineering student
- Share your expertise and knowledge

## Limits of the mentorship

The mentorship is not:

- an obligation
- a power relationship
- a one-way relationship
- a means of obtaining a job or any other privilege
- a therapeutic relationship

# THE MENTOR'S ROLE

Mentors agree to assume their responsibilities and respect the goals and limits of the Mentorship Program, as described in this guide. They also agree to keep the discussions and information shared during their meetings confidential and to sign a confidentiality agreement for that purpose (see Appendix 2 – Confidentiality Agreement).

## More specifically:

- Ask questions and give constructive feedback to help mentees make informed decisions about their choice of engineering career.
- Guide mentees in developing their professional network.
- Actively listen to mentees.
- Create a climate of trust so that mentees communicate their true goals, fears and ideas.
- Share your personal experiences, including your successes and failures.



# THE MENTOR'S RESPONSIBILITIES

- Read the Practical Guide for Mentors and Mentees.
- Take the virtual mentorship training activity created by the OIQ.
- Meet your mentee in person at the meeting scheduled in the fall of 2020.
- Be willing to create a rapport with your mentee and share your experiences and knowledge of the working world.
- Show enthusiasm when helping your mentee.
- Give your mentee reasonable notice when scheduling conflicts arise.
- Encourage your mentee to send you her desired topics of discussion ahead of upcoming meetings so that you can prepare and ensure more productive dialogue (see the Mentorship Start-Up Guide).
- Sign the confidentiality and participation agreement.
- Be respectful.
- Be accessible and agree to provide support on an ongoing basis throughout the Program.
- Be empathetic, open to diversity, and inclusive.
- Be receptive to other points of view and feedback.
- Ask questions that foster dialogue.
- Make yourself available when your mentee needs you.
- Pay full attention to your mentee during meetings or discussions (put your cell phone away).
- Notify the OIQ if you wish to end the mentorship for personal or professional reasons before the end of the mentorship cycle.
- Report any irregularity to the OIQ.



# THE MENTEE'S ROLE

Mentees agree to assume their responsibilities and respect the goals and limits of the Mentorship Program, as described in this guide. They also agree to keep the discussions and information shared during their meetings confidential and to sign a confidentiality agreement for that purpose (see Appendix 2 – Confidentiality Agreement).

## More specifically:

- Be proactive in the mentorship: Do not hesitate to contact your mentor, because he or she expects to hear from you.
- Properly prepare in advance for meetings.



# THE MENTEE'S RESPONSIBILITIES

- Read the Practical Guide for Mentors and Mentees.
  - Take the virtual mentorship training activity created by the OIQ.
  - Meet your mentor in person at the meeting scheduled in the fall of 2020.
  - Determine and clearly express your needs and preferences so that a suitable pairing can be formed.
  - Schedule meetings with your mentor and attend every one of them.
  - Suggest an approach to your mentor and be well prepared for meetings (see Mentorship Start-Up Guide).
  - Be enthusiastic and open.
  - Be respectful.
  - Be receptive to constructive criticism.
  - Give your mentor reasonable notice when scheduling conflicts arise.
  - Answer all of your mentor's questions without reservation (there are no pointless questions).
  - Be well prepared and clearly express your needs.
  - Send reminders for upcoming meetings.
- If possible, e-mail your mentor the topics that you want to address in your upcoming discussions.
  - Seek as much advice as possible from your mentor.
  - Attend every meeting.
  - Sign the confidentiality and participation agreement.
  - Pay full attention to your mentor during meetings or discussions (put your cell phone away).
  - Notify the OIQ if you wish to end the mentorship for personal or professional reasons before the end of the mentorship cycle.
  - Report any irregularity to the OIQ.



# APPENDIX 1

## APPLICATION FORMS

Click on the links below to access the application forms.

**MENTEE**



**MENTOR**



# APPENDIX 2

## CONFIDENTIALITY AND PARTICIPATION AGREEMENT

In this Agreement, the term "Mentor" means the engineer recruited by the *Ordre des ingénieurs du Québec* (OIQ) for the purposes of its pilot mentorship program and the term "Mentee" means the female student requesting the pairing service.

This Agreement, which takes effect when a Mentor and a Mentee are paired (hereinafter collectively known as "the Parties"), is intended to define the framework and the nature of the relationship, reiterate the responsibilities of the Mentor, ensure that the Parties understand these responsibilities and mutually agree to fulfill them.

The Parties agree as follows:

- 1** La The relationship between the Parties will be founded on respect, trust, confidentiality, professionalism and commitment.
- 2** They will respect the confidential nature of the discussions at all times and wherever they are, even when the pairing relationship has ended.
- 3** They agree to not disclose information received in connection with the pairing to any third parties and to take every necessary and reasonable measure to protect the strict confidentiality of the information obtained as part of this program.
- 4** Together, the Parties will determine the expectations and needs of the Mentee in view of agreeing on an appropriate mentorship plan.
- 5** Starting with the very first meeting, the Parties will agree on the frequency, duration and location of their meetings and on the best way to communicate between them.
- 6** The Parties will fulfill their commitments and attend the meetings they have scheduled. In the event that one of the Parties is unavailable, that Party agrees to notify the other Party according to the terms that they have agreed upon.
- 7** In the event that tension, a misunderstanding or awkwardness, a conflict of interests or any other problematic situation arises in the relationship between the Parties, the Parties will immediately notify the Program Coordinator in the interest of resolving the situation.

Signed on \_\_\_\_\_

**MENTOR** \_\_\_\_\_

Last name, first name

Signature

**MENTEE** \_\_\_\_\_

Last name, first name

Signature



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