GW Tourism for Tomorrow (GWTFT) &
GW Tourism Alumni Network (GWTAN)
Mentoring Program

Guidelines

The mission of this program is to enrich the experience of The George Washington University Department of Tourism and Hospitality Management students. Mentoring facilitates greater interaction and can nurture professional development for both students and alumni. Participation by both sides is voluntary; however, a few guidelines are listed below to explain the process and expectations. These guidelines are meant to ensure the quality of mentorship for all parties involved.

The Mentor Program is voluntary. It is up to the student to take initiative and up to the mentor to fulfill his or her role by being responsive to questions and inquiries.

1. Students may initiate the mentoring relationship by requesting and submitting the form available on the GWTAN website at http://go.gwu.edu/gwtan

   Alumni who are interested in serving as a mentor may request and complete the form available on the GWTAN website at http://go.gwu.edu/gwtan

2. Once GWTAN receives a mentoring request from a student, it will select a mentor. The mentor is asked to contact the student by e-mail within two weeks. This e-mail should serve as an introduction and solicit further questions as necessary to determine if the match is ideal. GWTAN will make reasonable efforts to match a student with a mentor from the same concentration or field; however, this is based on mentor availability and cannot be guaranteed.

3. Once a match between mentor and mentee is made, it is recommended that contact take place once every two months at minimum. It is ultimately up to the mentor and mentee to determine the preferred frequency of communication.

4. Telephone/Skype and/or in-person contact is not required; however, if both parties agree to it, interaction other than e-mail is acceptable and encouraged.

5. It is requested that mentors agree to fill this role for at least one year following initial acceptance of a mentee or until both parties agree that the relationship has fulfilled its purpose.

6. The GW Department of Tourism and Hospitality Management, GW Tourism Alumni Network and GW Tourism for Tomorrow, their officers and members, are not responsible for supervising this program, nor are they responsible for the actions or behaviors of any parties involved.
Suggestions for a Rewarding Mentoring Relationship

- Students should talk to their mentors about what they hope to gain from the experience. They should also learn about mentors’ academic experiences and career path.

- Mentors can inform students of changes and advances in their field. Mentors can also show them how their curriculum can benefit their career and recommend elective courses.

- Mentors can help students develop résumés or advise on a project that may further their career.

- Although mentors can help students network in the professional world, students should not expect job placement with their mentors’ firms. It is inappropriate for students to ask for job placement from mentors.

- Relationships are two-way. Students are encouraged to enter the process with thoughts on where they need guidance. The more information the student can provide, the more the mentor will know how to help. Mentors are asked to offer advice and encouragement based on their experience.

- Students need to know themselves. Mentor feedback helps students identify strengths and weaknesses, which can help the student identify areas that could be improved.