**About the Tulsa ASSE Student Mentoring Program**

Mission Statement. The Tulsa ASSE Chapter is committed to supporting student sections at post-secondary institutions within the geographical boundaries of the chapter. As one means of support, we recognize the value of providing opportunities for students to learn from experienced professionals in varied settings. The Tulsa ASSE Student Mentoring Program is established to address this need by providing formal opportunities for Tulsa ASSE Members to share their expertise with students in a professional mentoring relationship.

Expectations and Outcomes. The overall goal of the Student Mentoring Program is to provide members of student sections with opportunities to network, learn, and work with Tulsa ASSE Chapter safety professionals. Specific expectations will be negotiated between each Mentor and Mentee. The following examples are suggested as reasonable outcomes that Mentors and Mentees may wish to consider:

* Mentors and Mentees should mutually agree upon a small set of important activities to accomplish, such as reading/discussing articles on safety, improving a Mentee’s resume, job shadowing, mock interviewing, learning a new safety-related skill, etc.
* Mentors and Mentees should mutually agree upon how often they will visit (e.g., monthly, bi-monthly, etc.). They should also agree upon the means by which they will visit (e.g., face-to-face at the Mentor’s workplace, at the Mentees’ school, by e-mail, by phone, etc.).
* At the end of each academic semester, Mentors and Mentees should develop a brief written summary of their activities and accomplishments for submission to the Tulsa ASSE Mentoring Coordinator.
* If schedules allow, Mentors should bring (and introduce) their Mentees to at least one ASSE meeting. Likewise, Mentees may wish to bring/introduce their Mentor to a Student Section meeting.

Professionalism. Mentees are professionals-in-training. As such, Mentees are expected to keep appointments, communicate appropriately, and behave in a professional manner with respect to their Mentors. Mentors are expected to model professional behavior. If problems or concerns arise, any participant can request a new Mentor or Mentee; withdraw from the program; or request advice/intervention from the Mentoring Coordinator.

Eligibility Requirements for Mentors. Mentors must be members in good standing of the Tulsa Chapter of ASSE. In addition, Mentors must have a minimum of five (5) years’ work experience in a career involving occupational safety, health, or environmental management.

Eligibility Requirements for Mentees. Mentees must be members in good standing of a student ASSE section sponsored by the Tulsa Chapter of ASSE. In addition, Mentees must be interested in a career involving occupational safety, health, or environmental management.

Chapter Mentoring Coordinator. Annually, the Tulsa Chapter will elect a member to coordinate the activities of the Mentoring Program. The Coordinator will assist Mentors and Mentees in establishing and continuing their relationships. The Coordinator will provide a report to the Tulsa ASSE Chapter once per year, summarizing the activities and achievements of the program.

Program Oversight. The Officers of the Tulsa ASSE Chapter will oversee the program and make management decisions as necessary.

Matching of Program Participants. Prospective participants will complete application forms and submit those forms to the Mentoring Coordinator. The Coordinator will compile the Mentor applications (minus names and contact information) into a file that can be viewed by prospective Mentees. Each Mentee will inform the Coordinator of the Mentor(s) that interest him/her. The Coordinator will forward the interested Mentee’s application to the Mentor(s) of interest. The Mentor will inform the Coordinator whether the interest is mutual. When there is a match (i.e., the Mentor and Mentee express mutual interest), the Coordinator will forward the corresponding contact information to the Mentor and Mentee so they can make contact. Mentors and Mentees should then visit by phone or in person to determine if they wish to establish a formal mentoring relationship.

Establishing a Mentoring Relationship. To participate in the Tulsa ASSE Chapter Mentoring Program, each Mentor/Mentee pair must submit a signed Mentoring Agreement to the Mentoring Coordinator.

Normal Duration of the Mentoring Relationship. Unless otherwise agreed in the Mentoring Agreement, each mentoring relationship is expected to last one academic semester. At the end of the semester, the Mentor/Mentee may extend the mentoring relationship by submitting a new signed Mentoring Agreement to the Mentoring Coordinator. There is no limit to the number of times the mentoring relationship may be extended.

Cancelling the Mentoring Relationship. The mentoring relationship shall conclude upon any of the following circumstances:

* If the Mentee is no longer a member of a Student Section sponsored by Tulsa ASSE.
* If the Mentor is no longer a member of the Tulsa ASSE Chapter.
* If either the Mentor or Mentee informs the Coordinator that the relationship has ended.
* If the Tulsa ASSE Chapter determines the relationship has ended or should end.

Forms (download from Tulsa ASSE Website):

* General Information
	+ Mentoring Agreement
	+ Suggested Mentoring Activities
* Information for Mentees (Students)
	+ Application Form for Mentees (Students)
	+ Building the Mentoring Relationship: Some Suggestions For Mentees
* Information for Mentors (Safety Professionals)
	+ Application Form for Mentors (Safety Professionals)
	+ Building the Mentoring Relationship: Some Suggestions For Mentors