Characteristics and Expectations of Mentees and Mentors

Becoming a Mentee/Mentor:

- **A MENTEE** can be:
  1. veterinarians, veterinary students, or undergraduate pre-veterinary students interested in opportunities in laboratory animal medicine (LAM);
  2. veterinarians seeking ACLAM certification;
  3. veterinarians in LAM seeking guidance on career building, professional development, and academic promotion.

- **A MENTOR** should be a Diplomate in good standing with ACLAM, and/or may be a member of LAM organizations such as the American Association of Laboratory Animal Science (AALAS), Association of Primate Veterinarians (APV), American Society of Laboratory Animal Practitioners (ASLAP), or the Canadian Association of Laboratory Animal Medicine (CALAM).

- Interested participants should fill out the registration form on the ACLAM Mentoring Program website. Once an appropriate mentor/mentee match is determined (based on information provided on the registration form), both parties will receive an email notification from the mentoring program.

- Participants must be willing to actively communicate and build a strong and effective professional relationship based on honesty, trust, and sincerity.

Expectations for the relationship:

- Early in the relationship, discuss and establish the following:
  - The goals for the relationship – should be specific, attainable and measurable;
  - The scope of responsibilities each partner is assuming, including time commitments;
  - The logistics of the relationship; that is, how, when, where, and how frequently communications will occur – recommended communication is by e-mail, Zoom, phone, or in person if geography permits, during regular business hours;
  - How to deal with confidential information (where appropriate);
  - Topics or issues that are outside the scope of the relationship (boundaries);
  - How and when to end the relationship

- After some self-reflection and consideration of the mentor/mentee relationship, if the mentor does not have the skills and experience necessary to attain the mentee’s goals identified for the relationship, the mentor and/or mentee should request a reassignment from the mentoring program.

- Participants should be available to review the progress of the relationship with the mentoring coordinators (at least once every 3 to 6 months), address minor concerns, and discuss how the relationship can be improved.
Additional expectations for the **MENTEE:**

- Own your personal career development – identify your objectives and keep the relationship focused and moving forward. Be prepared to ask for specific advice on your skill set, ideas, plans, and goals. The more specific you are, the easier it will be for your mentor to respond.
- Ask for suggestions and advice early in the relationship. When advice is given, listen to the mentor, apply at least some of their ideas, and let him or her know the results.
- Provide feedback about the mentoring relationship and be receptive to feedback. When providing feedback to your mentor, be honest, yet professional and tactful. If you receive any corrective feedback, listen objectively, and discuss with your mentor strategies to address issues moving forward.

Additional expectations for the **MENTOR:**

- Be able to offer career advice utilizing reliable and current resources without bias, judgment, or interjecting personal ideologies.
- Introduce the mentee to networking opportunities based on mentee’s personal career goals and expectations.
- A mentor WILL NOT:
  - Be expected to take lead in the relationship, such as setting up meetings and driving the mentee’s career development.
  - Spend more time on the relationship than he/she is willing or able to give.
  - Continue the relationship beyond the agreed-upon time period unless mutually agreeable.
  - Give advice regarding personal problems, financial concerns, or emotional issues.

**Recommended Reading:**