



ASLA COLORADO

MENTORSHIP PACKET

Please email completed forms to
[**aslaco.ep@gmail.com**](mailto:aslaco.ep@gmail.com)

Thank you for participating in the ASLA Colorado Mentorship program. This packet provides useful information about the program, explains the expectations of mentors and mentees, and contains the necessary forms needed to participate. Please take the time to read this document and thoughtfully answer all the questions.

This packet includes the following:

1. An overview of the Program
2. Responsibilities of the Mentee and Mentor
3. Mentorship Mentee Form
4. Mentorship Mentor Form
5. Mentorship Program Code of Ethics

ASLA MENTORSHIP PROGRAM OVERVIEW

The ASLA Colorado Mentorship program is for Colorado State University and University of Colorado students studying landscape architecture or similar field of study. The goal of the program is to foster a relationship between students and professionals that allows both parties to increase their understanding of the many facets of landscape architecture. The program is designed to last one full school year, however many mentor/mentee relationships may continue informally for many years. The time commitment and effort to participate in the program is minimal and it can make a big difference in a student's professional development. The mentees contact the mentors to meet and will provide the material for the discussions. Typically the conversations consist of topics related to the industry, portfolios and portfolio reviews, landscape events, office walk-throughs, resumes, etc.

RESPONSIBILITIES OF THE MENTEE

- YOU are responsible for maintaining the relationship, this includes initiating meetings and continued correspondence.
- Establish the goals for yourself and decide upon discuss topics and/ or goals for each meeting.
- Present, drive and stay committed to your developmental goals.
- Set clear expectations for each meeting.
- Commit to mutual respect and open and sincere communication.
- Utilize the mentor's time and counsel effectively.
- Document your progress on your goals. Keep a written log, file and/ or journal.
- Do what you can to accommodate your mentor. Always be on time.
- Be open-minded to new ideas and receptive to feedback.
- Do not become over-dependent on your mentor. Think independently and be accountable for taking action.

RESPONSIBILITIES OF THE MENTOR

- Serve as a teacher, guide, counselor, facilitator and professional colleague.
- Be available and committed to making a difference.
- Be engaged and actively listen during meetings.
- Ensure confidentiality.
- Avoid dominance.
- Provide coaching and real feedback throughout the course of the relationship in areas such as job performance, communication, leadership, work/ life balance, professionalism, etc.
- Be a source of information and encouragement. Provide personal and professional guidance. Help develop creative and independent thinking.

MENTOR FORM

INFORMATION ABOUT YOU

Name: _____

ASLA# _____ Phone: _____ Email: _____

What city are you originally from? _____

Do you have a gender preference of the mentee? If so, please specify: _____

When would you be available? _____

Involvement in the community (ie. ASLA, non-profits, etc.) _____

Describe what you can contribute to the mentorship program: _____

EDUCATION

Undergraduate School: _____

Year Graduated Degree: _____

Graduate School: _____

Year Graduated Degree: _____

EMPLOYMENT

Current Firm Name and Location: _____

Firm Size: Small (0-10) Medium (11-25) Large (26+)

Position: _____

Years practicing landscape architecture: _____ Years licensed in landscape architecture: _____

Examples of projects you have worked on: _____

Areas of specialization:

- | | | |
|--|--|---|
| <input type="radio"/> Residential | <input type="radio"/> Design Build | <input type="radio"/> Community & Regional Planning |
| <input type="radio"/> Urban Design | <input type="radio"/> Mixed Use / Retail | <input type="radio"/> Parks & Open Space |
| <input type="radio"/> Campus & Institution | <input type="radio"/> Other | |

MENTOR FORM

Name: _____

ADDITIONAL QUESTIONS

1. *Please describe why you want to be a mentor:*

2. *Describe what you consider to be your strongest technical competencies:*

3. *What do you think a mentee can learn from you?*

4. *What are your interests or hobbies outside of work?*

CODE OF ETHICS

Both parties must discuss and come to an agreement on such issues as: the length of the relationship; frequency and types of meetings and other activities; how to give each other feedback; roles of the mentor and mentee.

Confidentiality is an absolute requirement for both mentor and mentee, in both personal and professional issues.

Mentoring is neither a recruitment tool for the mentor nor a job hunting opportunity for the mentee.

Both parties need to respect each others time with respect to agreed to schedules and meeting dates.

Mentors and mentees must keep the mentoring activities professional. Personal relationships beyond a professional level are highly discouraged.

Mentors have an obligation as a counselor to maintain an appropriate mentoring relationship. While some mentorship relationships last a lifetime, either party may discontinue the relationship at any time.

Both mentors and mentees must notify the other of their wish to terminate the relationship. Either party must respect the other party's wish to end mentorship.

Both mentors and mentees must provide proper acknowledgement and credit for projects worked on collaboratively.

As a participant in the ASLA Colorado Mentoring Network, I have read the Code of Ethics and hereby agree to conduct myself accordingly.

Name Printed

Signature

Date