

TYE

Mentoring Period – January thru March 27, 2010 (TYE Boston Competition)

Mentor Responsibilities

- Meet the team to get to know the team members
- Set up weekly conference calls to determine progress and to assist the team with specific suggestions
- If needed, assign each team member responsibilities on any section of the business plan to fill any gaps in the plan
- Work with the team on improving the content of their business plan and presentation skills.
- Attend mock presentation (scheduled for Feb 27th at Babson College) and offer any suggestions to improve the plan and presentation
- Keep the mentor co-ordinator informed if any student is not taking his/her responsibility seriously

Student Responsibilities

- Remember mentor is there to help you, not to do your work!
- Make sure you attend all calls and any face-to-face meetings set up by the mentor
- Take initiative in leveraging mentor's experience
- Be pro-active – ask questions if in doubt
- Keep the mentor co-ordinator informed if mentor is not responsive to your needs

Mentor Co-ordinator Responsibilities

- Keep contact with mentors and students to make sure that the communication between the mentor and students is flowing smoothly
- Address any issue whether it be with students or mentors immediately
- Arrange for a substitute mentor if the assigned mentor can not continue to be a mentor