

ICTWS Mentorship Program

Welcome!

Hello and welcome to the Idaho Chapter of the Wildlife Society's Student Mentorship Program. The goal of this program is to empower students to enhance their pursuit of a career in the wildlife profession by selecting a mentor who meets their own professional goals and needs.

How it will work

1. **Mentor volunteer interest survey.** The mentorship program first needs to develop a list of willing mentors from which students can reach out to. The ICTWS Membership Committee developed a short questionnaire for willing and interested members to complete which will give prospective student mentees an idea of who they are professionally, their realistic time commitment to a mentee, and the kinds of advice or experiences they can offer. These responses will be compiled into a dynamic spreadsheet which will be housed on the ICTWS Google Drive and monitored and maintained by the Mentorship Program Coordinator and the chapter Secretary.
2. **Mentees contact the Mentorship Program Coordinator.** Interested students will contact the Mentorship Program Coordinator (Sandy Amdor, Sandy.Amdor@idfg.idaho.gov) directly to be given access to the spreadsheet of prospective mentors. Prospective mentees will then review the list of prospective mentors and contact those whom they are interested in entering an at-will mentorship with, fully aware of any stipulations or limitations the mentor has beforehand.
3. **Mentors and Mentees set-up a meeting.** It is then recommended that a remote or in-person introductory meeting take place to establish expectations between the mentor and mentee. After the introductory meeting between the mentor and mentee, the mentorship relationship and its expectations are completely at-will.

Procedures

Prospective mentors can be added, edited, or removed from the spreadsheet at any time, it will be the prospective mentee's responsibility to check the most recent edition of the spreadsheet before reaching out. The mentorship can be ended at any time by either party. The ICTWS Executive Board and Mentorship Program Coordinator have the prerogative to remove non-responsive mentors from the list, revoke spreadsheet access to disruptive mentees, or others acting in bad faith to the goal of the program. We recommend that mentors take on **no more than** two (2) mentees at once and that mentees take on **no more than** one (1) mentor at a time within the ICTWS Mentorship Program. If the mentorship is terminated for any reason, the mentor and mentee are welcome to enter a new mentorship in the program.

The ICTWS Mentorship Program simply seeks to connect willing students and early career professionals with willing professionals. A productive mentorship must be mutually agreed upon by both parties. We expect all interactions and communications to be professional and respectful to both parties of the mentorship.

Enrollment

Enrollment timeline in the ICTWS Mentorship Program will revolve around the Annual Meeting. Mentors and mentees enrolled in the program will be removed at the following Annual Meeting. Participants have the option to then re-enroll when their current enrollment has ended.

Questions and/or Concerns

- Please direct any Mentorship Program questions to Mentorship Program Coordinator Sandy Amdor (Sandy.Amdor@idfg.idaho.gov).
- Prospective Mentees may contact either Sandy Amdor (Sandy.Amdor@idfg.idaho.gov) or ICTWS Secretary Robert Ritson (idahochaptertws@gmail.com) to receive access to the list of mentors.
- Direct any immediate program concerns to Sandy Amdor (Sandy.Amdor@idfg.idaho.gov) and ICTWS Secretary (idahochaptertws@gmail.com).

Supplemental Tools

- **For the student**
 - **Tips for contacting prospective mentors**
 - Research the potential mentor as best you can before you contact them. It's good practice to mention how your interests and career goals align with the mentor's work or research (1-2 sentences). Be specific while remaining concise. Short, enthusiastic, and to the point is best!
 - Outline what your interest in working with the mentor is and your availability/commitment to the mentorship (how many hours/week? One term? Possibility of extension?)
 - Proofread your email for grammar/simple errors before sending. Reading your email aloud or typing it out in Word before copying to the body of an email is a great way to catch errors.
 - Attach your resume or CV to introduce yourself to the potential mentor. Be sure to include relevant coursework, expected graduation date, and any work or research experience. And don't worry - everyone starts with minimal experience!
 - Send your initial email from your school email address (if you have one). This will help keep your email from getting lost in their spam folder.
 - **Things to avoid:**

- While researching the prospective mentor is highly encouraged, avoid copying and pasting information from their research interests/bios directly into your email – this is always obvious to the recipient, especially if you carryover formatting! Prospective mentors are much more likely to respond if you take the time to write an email in your own words.

- **For the Mentors and Mentees**

- **Ice breaker questions**

- Where are you originally from?
- What got you interested in your career?
- What's your favorite critter? (animal, fish, insect, etc.)
- What's the most memorable thing that has ever happened to you in the field?
- What do you love most about what you do?
- What do you hate most about what you do?
- If you could study or specialize in any species you wanted what would it be and why?
- Do you have any hobbies outside of what you do for a living?
- If you could go back and give yourself one piece of advice as you were starting your career, what would it be?
- What is a piece of advice that you would give someone starting out in the field
- What are you looking for in a professional mentorship? How can I best help you reach or develop your goals?

- **Ideas for activities**

- Meet for coffee to discuss:
 - Career/Professional goals
 - Give advice
 - Review resume, CV, or course selection
 - Practice interviewing
 - Etc.
- Day in the field with the mentor
 - Job shadowing
 - 'Ride-along'
 - Volunteer on field work
- Field experiences that help the student to develop new field skills
- 'Resume building' experiences

- **Additional resources and tools**

- [Mentorship Program Resources | College of Agricultural Sciences \(oregonstate.edu\)](https://oregonstate.edu)
- [MENTORING - The Wildlife Society](#)

