



IFMA Greater Phoenix Student Chapter
Arizona State University
www.ifmaphoenix.org
Mentorship Program 2015 - 16

Questions? Contact:
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Overview:

The IFMA Greater Phoenix Student Chapter Mentorship Program has been developed to provide an opportunity for professional development and professional relationship building for IFMA Greater Phoenix Student Chapter Members through the guidance of Professional Members of the IFMA Greater Phoenix. Mentors and Students will be matched based upon academic and professional experience and interests.

Mentorship Duration:

The suggested Mentorship duration is approximately three months. The duration may vary case by case but must be formally agreed upon by mentor and student before the beginning of a mentorship.

Eligibility:

- *Student:*
 - o Must be an **active** member of the IFMA Greater Phoenix Student Chapter
 - o Must currently or in the last six months have been a part-time or full-time student at Arizona State University in **good standing**.
 - o Must complete a Student Enrollment Form
- *Mentor:*
 - o Must be an **active** member of the IFMA Greater Phoenix Chapter
 - o Must have five or more years of experience within the Facility Management industry
 - o Must be willing to commit to the Mentorship Program for the specified period of time
 - o Must provide a summary of professional experience

Guidelines:

- Contact must be established within one week of the introductory e-mail served from the IFMA Greater Phoenix Student Chapter
- Mentors and Students must communicate **at least** once every two weeks
- The best mode of contact must be provided by both the student and mentor and responses must be made in a **timely manner**
- Phone Contact
 - o Mentor calls student to arrange initial meeting and to discuss scheduling
 - o Student calls mentor to arrange joint attendance of Greater Phoenix Chapter meetings, tours and events

- Must agree to maintain confidentiality and professionalism while enrolled in the Mentorship Program
- Mentors and Students must complete **at least three** mentorship activities (*See Suggested Activities below*)
- Students must keep a mentor program journal
- All participants will be asked to provide feedback from their experience at the end of their Mentorship Program

Suggested Mentorship Activities

This list is meant only to provide suggestions for Mentorship activities. Activities will be chosen and agreed upon by Mentors and Students during the duration of the mentorship program.

- Participation in the IFMA Greater Phoenix Student Chapter “FM Challenge” in which mentors propose a challenge faced within the field of Facility Management which students will then research and propose a solution(s) to.
- Lunch with Mentor, Student and other professionals from the Facility Management field to discuss challenges faced within the field, FM-related topics, etc.
- Mentor and Student attendance of a company staff meeting
- Mentor and Student attendance of a company training program
- Mentor and Student attendance of IFMA Greater Phoenix meetings and events, in which mentor introduces student to other professionals
- Student involvement/observance in the development of a project
- Student job shadows mentor

Mentorship Deliverables:

- Each student will turn in a journal of their experience at the end of their mentorship
- Students and Mentors that participate in the IFMA Greater Phoenix Student Chapter “FM Challenge” will be asked to provide a copy of their proposal and may be asked to present this information at an IFMA Greater Phoenix meeting or event
- All participants will be asked to fill out a program evaluation upon completion of the mentorship program