



UW Bothell Beta Alpha Psi Mentorship Program Handbook

Purpose:

The UW Bothell chapter of Beta Alpha Psi (BAP) has developed an accounting mentorship program to provide BAP candidates and members the opportunity to meet and learn from successful accounting professionals. The program is designed to enhance the learning experience of the students and assist them with the transition to their professional careers. This is one of the many benefits provided through the BAP Accounting Honors Society.

Student and Mentor Pairings:

Students are to submit applications by the stated deadline to be considered for the program. Based on the student's field of interest indicated in the application, they will be paired with a mentor with similar experience. This will be initially performed through an automated database and reviewed by a selection committee who will email both the mentor and the student informing them of their pairing and providing contact information.

Mentor Program Launch:

BAP will host a Mentor Program Launch event at the beginning of the program which will include an orientation for mentors and a reception following where the mentors and mentees will be formally introduced. Mentors and students will be notified of their respective mentor/mentee prior to the launch event but the launch event will signify the official start of the program. The launch will also serve as an informal meet-and-greet where students are encouraged to meet as many professionals as possible as well as plan their first meeting with their mentor.

Scheduling:

It is suggested that mentors and mentees meet once a month, with a minimum of five meetings per **the five-month** program period. However, the scheduling of the meetings will be determined by the mentor and mentee. The program will officially go through summer and fall quarter (**total of five-months**). Additionally, mentors are encouraged to meet in a location that is convenient for them. This may include an office, a coffee shop, on campus, or in another neutral setting. However, it is suggested that mentors and mentees do not meet at home. Also, if scheduling conflicts arise, meetings can be held over the phone but this should be a last resort. The majority of the meetings should be in person as this will be a more rewarding experience for the mentors and students.

Tips for a Successful Mentorship:

- Clarify the expectations of the mentor and the mentee at the first meeting
- At the first meeting, ask why the student selected you as a mentor
- Hold the first meeting where you work. Take a tour and introduce students to different departments of the firm
- Review student's resume and ask another executive in your company to also review
- Set the next meeting date at the conclusion of each session

Other Suggested Activities:

- Meetings arranged with other key accountants/partners in your firm
- Discussion of their career options and paths
- Review of top accountants/partners' resumes
- Review of mentees resume and cover letter
- Discussion of topics the student is covering in classes
- Student attendance at a firm meeting or training session
- Debriefing of decisions your firm has made and a discussion about why those decisions were made
- Attendance together at a professional networking event
- Discussion of emerging accounting issues

Meeting Guideline:

The following is a suggested guideline for the structure of the meetings. The structure is optional but mentors and students are encouraged to have some kind of meeting agenda to ensure that time is well spent.

Meeting 1:

- Introductions/get to know each other activity
- Share LinkedIn profiles with each other (including work history, education, career goals, personal interests, etc.)
- Discuss objectives; gather feedback from student about what they want to accomplish through the Mentor Program
- Plan date and location of next meeting

Meeting 2:

- Student and mentor bring resume for critique or provide suggestions
- Have student write out their “Dream Job” description and discuss
- Discuss career goals and how the mentor can help the student reach them

Meeting 3:

- Visit the workplace of the mentor and get a facility tour
- Mentor introduce student to various people in the organization in different positions and departments

Meeting 4:

- Mentor bring student to a professional networking event so students can build their network and learn how to maximize the benefit of these types of events

Meeting 5:

- The mentorship is probably wrapping up at this point. Take the time to reflect on your mentoring experience. What did you learn? What was beneficial? Students should be sure to thank their mentor in a meaningful way. The pair should discuss whether they want to keep in touch and what that might look like or if they want to continue the mentorship through fall quarter.

This suggested structure is by no means exhaustive or binding. It is meant to be flexible and should be used to spark ideas for your own meetings throughout the year.

Mentorship Completion Celebration:

Upon completion of the Mentor Program, students and mentors will be invited to a wrap-up celebration toward the end of fall quarter. Mentors and students will be given a survey to evaluate how the mentorship went and suggest ways we can improve the program.

Throughout the course of your mentoring relationship at the University of Washington Bothell, please do not hesitate to contact Deborah Medlar if you have any questions or concerns regarding any aspect of your mentoring process or the student's engagement in the accounting program. We are here to support the mentors and the students and are open to any questions/concerns you may have.

We look forward to your participation in the University of Washington Bothell's Beta Alpha Psi Accounting Mentorship Program. On behalf of all of us associated with Beta Alpha Psi, we thank you sincerely.

Deborah Medlar

Senior Lecturer of Accounting UW and UWB

Department: School of Business

Faculty Advisor, Beta Alpha Psi

Phone: 425-352-5486

medlard@u.washington.edu



UWB's Beta Alpha Psi Accounting Mentor Program

Strategies for Success

ACTIVITIES	
<ul style="list-style-type: none"> • Set goals of what everyone wants to accomplish through the Mentor Program • Meetings over a meal of coffee • Company/organization tour • Discuss resumes, cover letters and LinkedIn profiles • Mock Interviews • Discussions with or presentations from people in mentor's network 	<ul style="list-style-type: none"> • Attend a networking event with the mentor's firm • Discussions over various accounting topics • Meetings with or presentations from various departments at the mentor's firm • Social events • Attend a workshop, career fair, networking event, etc.
TOPICS	
<ul style="list-style-type: none"> • Share individual profiles (work history, education, career goals, personal interests, etc.) • "Dream Job" and big picture career goals • Industry trends and current events • Overview of various department functions and roles within the mentor's firm • Case studies or real scenarios from mentor or students' work experiences • Networking • Strategies for transitioning to a new company or industry 	<ul style="list-style-type: none"> • Strategies for career progression within a company • Maximizing MBA or Business degree in career • Professionalism in the workplace and on social media • Job search strategies • Resumes • Interviewing • Job offer negotiations • Conflict in the workplace • Work/Life balance • Reflection on Mentor Program goals and experience • Business ethics
MEETING TIPS	
<ul style="list-style-type: none"> • Set a recurring meeting time (i.e. the first Tuesday of the month at 5pm) 	<ul style="list-style-type: none"> • Set goals, expectations and a plan of activities/topics at the first meeting