

Professional Office Hours: Participant Agreement

Mentor & Mentee Expectations

Purpose

This program is designed to provide low-barrier networking opportunities, career exposure, and informal mentorship conversations for students and early-career professionals exploring wildlife and conservation career pathways.

Many participants may still be exploring career options, learning about different sectors, or building professional networks. This stream is intended to provide accessible opportunities for career exploration and professional connection without the expectations of a long-term mentorship commitment.

Mentor Expectations

Mentors are volunteering their time to provide career guidance, share professional experiences, and answer questions related to their field or sector.

Mentors are encouraged to:

- Maintain an up-to-date mentor profile and calendar availability
- Provide a welcoming, respectful, and inclusive environment
- Share honest insights into career paths, job realities, and professional development
- Set clear boundaries regarding communication and availability
- Refer mentees to additional resources or contacts where appropriate

Mentors are not expected to:

- Provide ongoing one-on-one mentorship outside scheduled office hours
- Review resumes or applications unless they choose to
- Be available outside their posted availability
- Respond to unsolicited emails, messages, or requests outside scheduled meetings
- Provide employment opportunities, references, internships, or research positions

Mentee Expectations

Mentees are expected to take initiative and help lead conversations by coming prepared with questions, goals, or discussion topics. Mentors are volunteering their time and expertise, and preparation helps ensure meetings are valuable and productive for both participants.

Mentees are encouraged to reflect on:

- What they hope to learn
- Career paths or sectors they are interested in exploring

- Current challenges, questions, or goals
- Skills or experiences they would like to develop

Mentees are expected to:

- Be ACTWS members
- Arrive prepared with questions, discussion topics, or goals
- Respect mentors' time and professional boundaries
- Book meetings only through the approved scheduling system
- Cancel or reschedule appointments with reasonable notice (minimum of 24 hours)
- Maintain professional, respectful, and inclusive communication
- Allow reasonable response times for communication

Mentees must understand that:

- This is intended to be a short-term networking and career exploration opportunity, not ongoing mentorship
- Mentors are volunteering their time and may have limited availability
- Mentees should not contact mentors outside scheduled office hours or meetings unless the mentor has explicitly encouraged further communication
- Participation in the program does not guarantee employment, references, internships, or continued mentorship opportunities

Meeting Guidelines

- Suggested meeting length: 30 minutes
- Suggested booking frequency: mentees are encouraged to connect with a variety of professionals. To ensure equitable access to the program, mentees are asked not to book more than one Professional Office Hours session with the same mentor within a three-month period, unless invited to do so by the mentor.
- Mentees are not to book with the same Mentor within a 3-month span, unless permitted to do so, to allow opportunities for other mentees to connect.
- Repeated no-shows or late cancellations (3 instances/year) may result in removal from the program

Confidentiality & Professionalism

Participants are expected to maintain professional and respectful communication. Personal or sensitive discussions shared during mentorship conversations should be treated confidentially unless disclosure is required for safety, legal, or ethical reasons.

Advice and perspectives shared by mentors are based on personal experience and professional opinion and may not reflect the views of employers, organizations, or the ACTWS.

Participation & Conduct

Participants may withdraw from the program at any time. The ACTWS reserves the right to discontinue participation if expectations, professionalism, communication standards, or respectful conduct are not being maintained.

The ACTWS is committed to fostering an inclusive, respectful, and supportive environment for participants from diverse backgrounds, career stages, and experiences.

I have read and understand the expectations, responsibilities, and guidelines outlined above and agree to participate in the program in a professional, respectful, and appropriate manner.

Participant Name: _____

Signature: _____

Date: _____