

USC Leventhal School of Accounting Risk Management Program

Risk Management Minor Mentorship Program Standards

I. Purpose

The University of Southern California Leventhal School of Accounting Risk Management Program has established a Mentorship Program to pair students (mentees) declaring a Minor in Risk Management with risk management professionals (mentors) for the academic year.

Through the Mentorship Program:

- Mentors:
 - Serve as role models of the upmost character and integrity for the mentees;
 - Encourage the professional and personal growth of mentees;
 - Share their knowledge and experience with mentees;
 - Guide mentees in setting and attaining professional and personal goals; and

- Mentees:
 - Strive to grow professionally and personally by listening to mentors' advice;
 - Work to attain professional and personal goals with mentors' guidance;
 - Accept and incorporate constructive feedback from mentors; and
 - Demonstrate personal and professional respect of others in accordance with SCampus, The USC Student Handbook, <https://policy.usc.edu/files/2018/07/SCampus-2018-19.pdf>.

II. Application Process

The application process for mentees and mentors follows below.

A. Student Mentee Application

To apply, a student must declare a Minor in Risk Management and submit a student profile form and a personal statement to USC Marshall Undergraduate Career Services at the specific time period designated by the Risk Management Program.

B. Risk Management Professional Mentor Application

To apply, a risk management professional must be affiliated with a firm with at least one representative serving on the Advisory Council and, with the assistance of the Risk Management Program, submit a risk management professional profile form to USC Marshall Undergraduate Career Services.

III. Mentor-Mentee Matching

The Risk Management Program, in consultation with the USC Career Center and the USC Marshall Undergraduate Career Services, reviews the student profile form, the student's personal statement, and the risk management professional profile form and, as appropriate, matches the student and the risk

management professional based on the information included in the student and risk management professional profile forms.

IV. Responsibilities

The mentor and the mentee have the following responsibilities:

A. Orientation Workshops

The mentee must attend an in-person orientation workshop during which the Director of the Risk Management Program, the USC Career Center, and/or the USC Marshall Undergraduate Career Services discuss the Mentorship Program and mentee responsibilities. The mentor must attend a telephonic orientation workshop during which the Director of the Risk Management Program, the USC Career Center, and/or USC Marshall Undergraduate Career Services discuss the Mentorship Program and mentor responsibilities.

B. Individual Development Plan

Prior to the first individual meeting (see below) with the mentor, the mentee designs an individual development plan setting forth at least three professional and/or personal development goals. During the first individual meeting, the mentor provides feedback to the mentee on the individual development plan. The mentor and mentee review the mentee's progress in achieving the goals set forth in the individual development plan at the end of each semester during an individual meeting. See **Appendix A1** for a worksheet to help guide the completion of an individual development plan and **Appendix A2** for an individual development plan example.

C. Two Individual Meetings Per Semester

The mentor and the mentee meet at least twice per semester by phone, by video, or in person. During the final individual meeting of each semester, the mentor and the mentee discuss the mentee's progress in achieving the goals sets forth in the individual development plan. If unable to attend the meeting, the mentor or the mentee informs the other party as soon as possible.

D. One Group Event per Semester

The mentor and the mentee attend the two group events the Risk Management Program hosts during the school year. If unable to attend the group event, the mentor or the mentee informs the Director of the Risk Management Program as soon as possible.

E. Job Shadow Day

The mentor schedules at least one job shadow day during either the fall semester or the spring semester for the mentee at the mentor's firm. A job shadow day involves the mentee "shadowing" the mentor for a day to learn what a typical day on the job entails.

F. Semester Evaluations

The mentor and the mentee complete the mentorship program evaluation form at the end of each semester.

V. Alcohol and Marijuana Policy

The use of alcohol or marijuana at any point during on- or off-campus Mentorship Program-related events, including sports events, is prohibited. Any organization violating this policy will no longer be eligible to participate in any Risk Management Program or Career Center events or programs.

VI. Recruiting Guidelines and Policies

The Mentorship Program is subject to the USC Career Center's Recruiting Guidelines and Policies (<https://careers.usc.edu/employers/guidelines-and-policies/>), including, but not limited to, the Non-Discrimination Policy, USC's Commitment to a Safe, Harassment-Free Environment, and the Alcohol and Marijuana Policy.

VII. Program Questions

For questions or inquiries regarding the Mentorship Program, please contact Kristen Jaconi, Director, Risk Management Program, kjaconi@marshall.usc.edu, (213) 740-4838.

Appendix A1: Individual Development Plan Worksheet

Individual Development Worksheet

The first step in developing an individual development plan is to think about your skills and abilities. Here is a quick and easy way to get started!

First, identify your three strongest core competencies.

Why do you feel you are doing a good job in these areas?

Now, identify your three weakest core competencies.

For each of your weakest competencies, identify the knowledge base and/or skills you will need to improve to strengthen your competencies.

Knowledge base/skills you will need to improve:

Concrete actions you can undertake to achieve this goal:

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Knowledge base/skills you will need to improve:

Concrete actions you can undertake to achieve this goal:

Appendix A2: Individual Development Plan Template

Goal	Actions to Achieve Goal	Responsible Party	Deadline	Notes
[Select actionable goals, that is, goals that can be achieved]	[Make sure actions are concrete steps towards achievement of goal]	[Student is typically the responsible party]	[Deadlines need to be realistic and can be as short as a couple months or longer term]	
Improve general awareness of business environment	Subscribe to the Wall Street Journal and read the Journal every morning	Student Name	April 2019	
Improve networking skills	Attend at least one on-campus networking event per month	Student Name	April 2019	
Study for GMAT to prepare for business school application process	Take GMAT course	Student Name	December 2019	