

## Let's Learn about the New Asia College

# Mentorship Programme 2021-22 in 5 minutes!

The Mentorship Programme of New Asia College provides a platform for New Asia Students and Alumni to share experiences and become friends. In order to let you enjoy every moment of the programme, we encourage you to take a few minutes to go through this guide.

	Mentee 	Mentor 
<b>Aim</b>	<ul style="list-style-type: none"> <li>◆ To exchange of experiences with mentors, to understand the challenges of the society</li> <li>◆ To broaden your horizons</li> <li>◆ To know more about the College</li> </ul>	<ul style="list-style-type: none"> <li>◆ To know more about how the young people think and also pass the torch</li> <li>◆ To know more NA Alumni, expanding network</li> <li>◆ To strengthen the relation with the College</li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>◆ Long Term: Mentees can aim at while pursuing knowledge, also learn how to cultivate their moral characters.</li> <li>◆ Short Term: Mentors can help the Mentees to set some goals to achieve during the year. For example, being punctual every time for meetings; or work together for a social service.</li> </ul>	

## How do mentees complete the programme

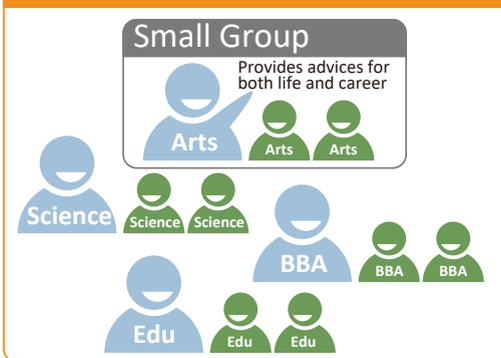
1. Help maintain a good relationship among the big group. If you are a senior student, take care of your junior schoolmates and share your experiences.
2. Proactively organize an activity (or an online meeting) and invite your groupmates to join. You also need to write a report.
3. Actively participate in the activities offered by the programme.
4. Be punctual all the time.
5. Observe the commitments you have made to the programme.
6. Do not hesitate to contact the College when necessary (Tel. 3943 9680/ Email: kelvin@cuhk.edu.hk)

## How mentors help mentees complete the programme

1. Meet the mentees face to face (It is required to meet twice)
2. Participate in the activities organized by your small and big group (Mentees are required to organize an activity or an online meeting for the group)
3. Assess your mentee(s) at the end of the programme.
4. Observe the commitments you have made to the programme.
5. Do not hesitate to contact the College when necessary (Tel. 3943 9680/ Email: kelvin@cuhk.edu.hk)

# 7 Important points for the programme

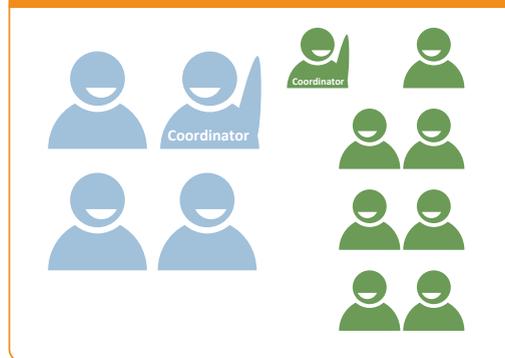
## Big Group



Small groups are assigned according to the expertise of mentors, majors, preferences of mentees; and also interests of them. They are then formed into a big group.

## Group Coordinator

**Important!**



Both mentors and mentees would elect a coordinator. The coordinators would help in encouraging groupmates to participate in various activities.

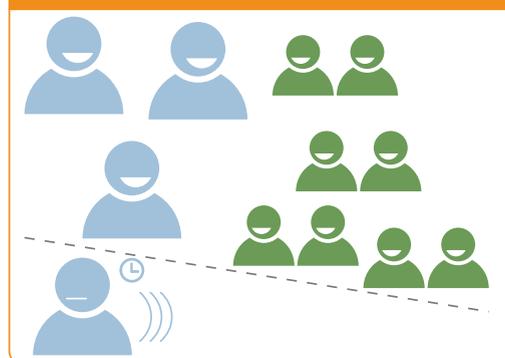
## Organize Activities



Both big and small groups would organize various activities. Any kinds of activity are welcome. (We recommend online meeting this year.)

## Teamwork

**Important!**



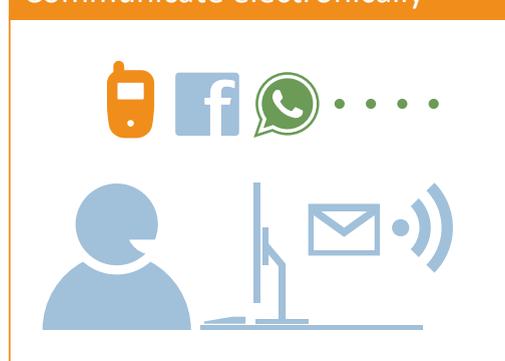
If a mentor is busy, other mentors would take care of his/her mentees.

## Constantly contact



The coordinators should constantly maintain communications among the group. They can help in contacting groupmates for gatherings. When the coordinators are not available, other members should help.

## Communicate electronically



It is basic etiquette for mentees to reply promptly to mentors when they receive advices or invitations. If the mentees find it is not possible to reply immediately, they should also let the mentors know they are taking time for considerations.



Please submit a Written report to the College.

## Contact the College for any issue



Should mentors or mentees encounter any difficulties, you should contact the College for assistance. The College would take it confidentially.

## Features

### 1. Strong alumni network of different careers

Mentors of this programme include alumni graduated from 60s to 2010s. Whether you are students or alumni, you will be benefited.

### 2. Matching for big and small groups

Small groups are matched according to the mutual career and personal interests, backgrounds and programme expectations. A big group is formed for 4 small groups to expand discipline diversity.

### 3. Mentor Expertise Network

A list of "Mentor Expertise" would be sent to participants. The list includes the names, majors, and recent occupation (the latest one for retired mentors). Participants will know who is participating in the programme and they can approach each other by asking the College.

### 4. Common Interest Network

A list of "Common Interest" would be sent to participants. Participants can find friends with the same interest among all people in the programme.

### 5. College and Alumni Association activity recommendation

The College would send out beneficial activity recommendations from time to time. Groups can consider attending the activities.

### 6. International students are welcome

We welcome international students to participate. We hope to promote cultural exchange in this programme.

### 7. Career Apprenticeship Scheme

To provide experienced leaders in different industries to lead our Mentees (year 3 or above) and bring them to become a well-equipped person to take the challenges in their careers.

## Assessment

-  We recommended setting aside about 1 hour each month or around 8 hours over the year for interactions specific to each mentoring relationship. If it happens that you are busy in a particular month, we recommend you use email to explore and discuss on an issue (any topic) with you mentor. This can be considered as one hour of communication.
-  Mentees must meet their mentors at least twice (including online meeting of now less than 30 minutes).
-  \*Mentees must attend either a Career Talk or one of the career workshops on 15th January 2022 (For foreigners who does not understand Cantonese, we will provide English interpretation.).
-  \*Mentees must take initiative to organize a gathering for your groupmate (you may co-organize with your whole big group.) For example, you may gather your groupmates to pay a visit to a museum.
-  Mentees must write a report of no more than 200 words for the aforementioned self-initiated-activity. It must also include at least one photo taken during the activity. Each mentee MUST submit individual report. An Alternative is to submit a "Self-reflection report".
-  You would be assessed by your mentors and he/she would give comments to you. Your mentor's comments would be the final decision of your completion to the programme.

Upon the fulfilment of the above requirements, you would be awarded a "Participation certificate". For those who participate proactively in the programme may be awarded a "Certificate of Excellent" and also book coupons.

\*Due to the impact of COVID-19, if face-to-face activities cannot be held, virtual meetings can be an alternative (no photo required).

# Mentorship Programme 2021-22

## Year Plan

Date	Time	Venue	Activities
6 & 8 Oct	18:30-19:00	ZOOM Online Meeting	Mentee Briefing Session (ALL Mentees must attend once)
2021 23 Oct (Sat)	14:00-14:45 Mentor Briefing Session 15:00-17:00 Inauguration Ceremony	Pending for Online / Face-to-face meeting	Inauguration Ceremony of NAC Mentorship Programme 2021/22
1st Semester (Until 4 Dec)			1. Group organizes activities 2. O2O CV Writing and Job Interview Skills Workshop (This workshop includes Online and to Face to face trainings.)
2022 15 Jan (Sat)	14:00-18:00	CUHK Campus*	Career Talks Day 1. Career Talks 2. Workshops and sharing sessions
18:30-21:00	Yun Chi Hsien, New Asia College	Chinese New Year Party of Mentorship Programme**	
2nd Semester (10 Jan to 23 Apr)			1. Group organizes activities 2. Career Apprenticeship Scheme

\* May change to online ZOOM Meeting depends on the pandemic situation.

\*\* May be cancelled depends on the pandemic situation.

Mentees must attend the “Mentee Briefing Session”, Inauguration Ceremony AND the Career Talks Day. Other activities are optional.

To encourage the mentees to be proactive in this programme, the Executive Committee of The New Asia College Mentorship Programme would select some outstanding mentees and award them the “Certificate of Excellent” and book coupons of The Commercial Press. The College would like to convey our gratitude to Ms. Yip Pui Chu (Alumna of Chinese Language & Literature) for her generous donation of the coupons.

If mentees absent in the mandatory activities due to special reasons, please submit request with absent reason and official proof by email (kelvin@cuhk.edu.hk). Otherwise the mentee would NOT be able to complete the programme and be awarded the “Certificate of Participant”. The College will suspend the application of mentee to the students who cannot complete the programme for one year.

### Enquiry

Mr. Kelvin Cheung, College Development Officer (Alumni Affairs), New Asia College

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