



FOUNDATIONS Mentorship Program Guidelines

Last Updated 05/27/2020

➤ **OVERVIEW**

As a collaborative effort between the Georgia Chapter of ASLA (GAASLA) and the Georgia Students of Landscape Architecture (GSLA), the **FOUNDATIONS Mentorship Program** will provide learning and support from the beginning of students' academic careers into professional life. Participants have the option to choose between two formats:

1. Student-to-Student Mentorship
2. Student-to-Professional Mentorship

This program seeks to build long-term relationships between individuals and the organizations by matching and retaining mentors and mentees in a continuous 'chain' from year to year. Should members choose to exit the program or switch chains, accommodations can be made to fill that link in the chain while the rest remains intact.

➤ **BENEFITS**

The program aims to provide multiple benefits to all members and to both GSLA and GAASLA.

First, the program seeks to provide supplemental and supportive learning opportunities for students throughout their academic career. Through targeted activities and individualized knowledge sharing, students can expect to gain valuable insights and perspectives that enable them to excel in their studies with increased confidence.

Second, students connected with professionals will have the opportunity to gain insight into the support that the American Society of Landscape Architects (ASLA) provides to the profession and to individual practitioners throughout their career. The relationships built between individuals and the organization and between the individuals themselves will be a lasting legacy of the value of each participant's role.

➤ **REQUIREMENTS**

Students and professionals wishing to participate in the program must:

1. Be members in good standing of GSLA or GAASLA, respectively.
2. Maintain active status in the program per the 'Activity Guidelines' and 'Monitoring and Evaluation' sections below.

➤ ENROLLMENT PROCESS / FORMS

Students*

Students must complete and sign the *FOUNDATIONS Mentorship Program Student Application Form* agreeing to the terms of participation as outlined in the 'Activity Guidelines' and 'Monitoring and Evaluation' sections below.

**The launch of this mentorship program will begin with a pilot phase which will engage a limited number of students. The GSIA Executive Committee will perform a random selection from the pool of applicants to determine who will participate.*

Professionals

Professionals must complete and sign the *FOUNDATIONS Mentorship Program Professional Mentor Application Form* agreeing to the terms of participation as outlined in the 'Activity Guidelines' and 'Monitoring and Evaluation' sections below.

➤ ACTIVITY GUIDELINES

While the program is not intended to be overly prescriptive, in the interest of ensuring standards and expectations, guidelines are set out below for specific minimum activities and time commitments.

Time Commitment

- Student-to-Student Mentorship: 13 hours per six-month period/semester
- Student-to-Professional Mentorship: 11 hours per six-month period/semester

Minimum Activities

Participants are expected to complete the following activities during the six-month period/semester. A minimum of 2 hours' time shall be committed to each activity, which includes travel time.

- Student-to-Student Mentorship Activities:
 1. Get-to-know-you Meeting
 2. Getting Started Knowledge Sharing
 3. Studio Site Visit
 4. Portfolio Share
 5. Studio Final Review
- Student-to-Professional Mentorship Activities:
 1. Get-to-know-you Meeting
 2. Professional Office Visit
 3. In-Progress Project Site Visit
 4. Portfolio Share



Additional Engagement

In addition to the aforementioned activities, participants shall spend a minimum of 3 additional hours engaged in discussion and/or knowledge sharing on subjects mutually agreed to.

➤ **MONITORING AND EVALUATION**

The success of the program will depend on the experience being beneficial to both mentors and mentees. In the interest of ensuring that the program is calibrated to provide a valuable experience, mentors and mentees will be asked to provide the following for evaluating and enhancing the program:

1. One member of a mentor/mentee pair to send an email to secretary@gaasla.org at the completion of any meeting or session providing a brief overview of content and time spent.
2. All participants to respond to an online survey sent at the end of each semester requiring no more than 10 minutes to complete.
3. An end of the semester happy hour will give mentors and mentees a chance to mingle and share experiences. This is also an opportunity to thank our professional mentors for participating in the program.

➤ **BEHAVIORAL EXPECTATIONS**

All participants shall conduct themselves in a professional manner and be respectful of the time of their mentor/mentee. This includes, but is not limited to, timely responses to email and arriving to and ending meetings punctually.