

MENTOR PROGRAM
Texas Southern University
Jesse H. Jones School of Business

The Career Planning and Placement Center recognizes that an important part of the career planning process is to have valuable resources for our students to make “sound” decisions about their careers and the career paths they should embark upon to be successful.

Therefore, the CP&P Center has implemented an “online” Mentor Program utilizing the *TigerConnect* Online Career Services system. We are very excited about the opportunity to offer our students access to professionals in the workplace to counsel, guide, and assist them with the career planning process. We know that your time is valuable and have designed the program to fit your availability. You will have complete autonomy as to how you want to build that relationship with the student, based on your time and availability. Students (Mentee) will select the Mentor based on their career interest. The student will have access to their Mentor for one semester (3 months) in order to gain insight into their career field. Afterwards, it will be up to the Mentor to continue beyond the required time. The center is aware that we have a growing number of students needing this assistance and we do not want to overload our main resource – our Mentors. In addition, students will be referred to the Mentor program upon recommendation from the CP&P center in order to ensure we have students who are committed to learning and receiving invaluable advice concerning their careers.

Enclosed are documents that explain the registration process. You can register two ways: 1). Fill out the form and return it to my office and I will establish your account online OR 2). Register online using the attached instructions. In addition, you will receive an e-mail with the same information and you can submit your form via email as well.

Thanks again for your consideration and commitment to this endeavor. If you should have additional questions, please feel free to contact Yolonda Gaines at 713-313-7734 or by email at gaines_yg@tsu.edu.

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Mentor Program
Mentor Profile Form

Last Name: _____ First Name: _____

E-Mail: _____

Mailing Address: _____

Contact Number: _____

Would you like the student to contact you by: Telephone or E-Mail (please circle one)

Job Title/Description: _____

Organization: _____

Industry: _____

Educational Experience: _____

Degree: _____ Month/Year: _____

School: _____

Previous Jobs/Titles:

Expertise:

Hobbies:

MENTOR GUIDE

Access the following website: www.myinterfase.com/tsu/mentor:

1. **New Users- Registration:**

- Click on “Click here to Register!”
- Complete all sections of your profile. Required fields are marked with an asterisk*.

Note: Once you have registered and/or posted a job, both your account and job will be in pending status. An administrator will review both your account and job to be approved. If your registration is approved, you will receive an email notification. If you do not receive an email notification within 48 hours, please contact out office at (713) 313-7734.

2. **Existing Users**

- Enter your Username and Password
- Click on Login

To make Changes to your PROFILE

- Access the following website: www.myinterfase.com/tsu/mentor
- Make changes to any sections. Once completed always remember to click on **SAVE** for each section.