



# Mentor Connect – Mentor Professional Conduct Guide

Welcome to **Mentor Connect** at Southern Cross University (SCU)! Thank you for volunteering your time, experience, and insight to support the development of our students. Your role is central to building a positive, empowering, and professional mentoring experience.

This guide summarises the expectations and responsibilities for mentors to help ensure a safe, respectful, and productive mentoring partnership.

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## 1. Professional Conduct Expectations

As a Mentor Connect participant, you agree to:

### Model professionalism

- Adhere to the [SCU Code of Conduct](#).
- Demonstrate respectful, timely and clear communication.
- Maintain appropriate boundaries and a professional tone.

### Keep SCU Updated

- Notify SCU and your mentee if your circumstances change and you can no longer participate.

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## 2. Creating a Safe and Supportive Environment

- Foster a culturally safe, inclusive, and welcoming environment.
- Encourage open communication and invite questions.
- Contact SCU immediately if concerns arise regarding safety, wellbeing, or misconduct.
- If meeting in person, choose a public space such as a café.

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## 3. Mentor Responsibilities

Your role is to guide, support, and empower your mentee. Key responsibilities include:

### Build rapport and trust

- Set clear expectations and session goals
- Listen actively and empathetically.
- Help ease nerves, especially early in the mentoring relationship.

### Encourage student-led learning

- Allow the mentee to guide the conversation where possible.
- Encourage them to reflect and explore ideas independently.
- Focus on guiding rather than instructing.

### Share experience, not directives

- Provide insights from your career journey - successes, challenges, and lessons.
- Offer constructive feedback that helps build confidence.

### Support goal setting and progress

- Help mentees set realistic, meaningful professional goals.
- Encourage accountability and celebrate their achievements.

### Teach professional skills

- Provide guidance on networking and building industry connections.
- Model effective communication and professional behaviour.

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## 4. Acknowledgement

By participating in Mentor Connect, you acknowledge and agree to:

- Have your bio, industry and education details available for potential mentees to view.
- Have your contact details released to your matched mentee.
- Uphold the expectations and responsibilities outlined in this guide.
- Communicate promptly with SCU if concerns or changes arise.

Thank you for your commitment to supporting student growth and professional development. Your guidance makes a meaningful difference.

### Need Support?

E: [mentorconnect@scu.edu.au](mailto:mentorconnect@scu.edu.au)

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