**BCBA Mentorship Program**

**Tips for Mentees**

For this program to be successful, you will be expected to work with your mentor by taking an active role in your own development. Here are ways you can make the most of the mentoring experience:

* Identify and share your needs with your mentor.
* Be receptive to feedback.
* Set realistic goals with your mentor.
* Contribute ideas to solving problems.
* Don’t be afraid to ask questions!
* Communicate clearly and effectively.
* Listen and be respectful.

Your mentoring experience will be most productive if you know and follow certain ground rules:

1. **Be respectful.** Respect your mentor’s time and confidentiality. Don’t share a mentor’s personal feelings or ideas with a third party unless authorized by your mentor. Respect your mentor’s time as if it were your own.
2. **Communicate.** Be clear about your needs and limits. Communicate early on your preferred method of communication, the best days to be reached, and your time constraints.
3. **Be professional.** Conduct a professional relationship at all times. Work through a conflict with care and respect. Contact the Mentor Program Committee for assistance if necessary.
4. **Evaluate your progress.** Continually evaluate how well you are meeting the goals of the program. Be committed to self-development. Be able to work interdependently.
5. **Show your appreciation.** Recognize your mentor when you achieve goals you have discussed. Send a thank you email or take the time to make a phone call.

The BCBA Mentorship Program expects all mentees to be committed to the program. However, we understand that conflicts may arise. If at any time you feel you cannot work with your mentor, please contact the Mentorship Committee, who will work to resolve the issue or reassign mentees if necessary. If at any time you no longer wish to participate in the program please contact the Mentorship Committee as soon as possible.