Hong Kong University Social Work Alumni Association
Mentorship Scheme (2006-2007)

1. **Committee Member**
   - Paul Chun (Convenor)  chunkawah@graduate.hku.hk  (M) 96874133
   - John Fung  john.fung@hkcss.org.hk
   - Johnny Wong  johnnyworker@gmail.com

   - Responsible for recruitment and selection of mentors and mentees;
   - matching between mentors and mentees;
   - provide support to mentors and mentees;
   - monitor the progress of the program and handle any grievances arisen;
   - report to the Alumni Association ExCo.

2. **Objectives:**
   - To provide support and guidance to current social work students and new graduates so that they can build up a sense of belonging to the Alumni and integrate better into the social work profession;
   - To broaden the perception of the current students and new graduates about social welfare and enhance personal growth via the sharing of experience by the mentors.
   - The Mentorship Scheme is run on a one-to-one basis for one calendar year. Each mentee will be provided with ONE mentor.

3. **Mentors:**
   - HKU Social Work Alumni Association members having 5 or more years of working experience in either social work or non-social work posts.

4. **Mentees:**
   - Final year students currently undertaking BSW or MSW programs of the HKU Social Work Department
   - Fresh social work graduates from HKU Social Work Department and who are student members of the Alumni Association

5. **Recruitment & Matching**
   - Mentors are recruited on a voluntary basis. All full-members of the Alumni who are having 5 or more years of working experience may enroll as mentors;
   - Mentees also join on a voluntary basis. Alumni members who have newly graduated for less than 2 years, and current final year BSW or MSW students, may enroll as mentees.
   - The Alumni's Mentorship Scheme Steering Committee select from amongst the applicants to finalize a list of mentors and mentees;
   - Mentees will be provided with the chance to specify their preferences for mentors;
   - The Steering Committee will then match the mentees' preferences with the mentors' characteristics (basically occupation, field of service, years of experience);

6. **Enrolment Form for Mentor**
Graduates from social work programs of HKU, having 5 years of working experience, may enroll as Mentors.

Please fill in the following form for the Steering Committee to keep as record and to match with the preferences of the Mentees. The Mentees will only be provided with the “Field of Work” information. Return by fax/mail to The Social Work & Social Admin. Department, HKU. At fax: 2858-7604; or email to swsa@hkusus.hku.hk.

7. **DO's (Mentor)**
   - Treat your mentee as a younger brother or sister
   - Encourage your mentee to be pro-active
   - Let your mentee know when is the best time to reach you
   - Make an effort to join the functions with your mentee
   - Try to get together with other mentors or other mentees
   - Fill in and return the Contact Report to the Alumni Association

8. **DON'TS (Mentor)**
   - Don't treat your mentee excessively, let them learn to reciprocate
   - Don't try to be your mentee's counselor
   - Don't try to be your mentee's guardian

9. **DO's (Mentee)**
   - Check email regularly to ensure having updated information or the Program and/or your contact with your mentor
   - Take the initiative to contact your mentor and make arrangements for activities
   - Organize your own schedule, be sure to set time aside for communication and activities with your mentor
   - Be punctual to all appointments with your mentor
   - Make effort to attend the Alumni Association functions
   - Make effort to keep some sort of log of your experiences with your mentor, which can also be a learning process
   - Fill in and return the Contact Report to the Alumni Association

11. **DON'TS (Mentee)**
    - Don't call your mentor's home after 9:30pm or too early in the morning, learn be considerate
    - Don't be disappointed if your mentor seems to be very busy; do persist in making definite arrangements with your mentor
    - Don't accept uncritically everything your mentor says to you; do try to formulate your own views on issues discussed with your mentor
    - Don't take for granted this opportunity to learn from your mentor, do treasure such precious chance
Enrolment Form for Mentor/ Mentee

Name: __________________________ (English) __________________ (Chinese)

Sex: _______  Age: _______  Year of graduation from HKU: _______.

Field of Work: __________________________________________________________

Phones: (Residence)____________ (Work)________________

(Pager/Mobile)_______________

Any other information you would like the Alumni to know or consider in the matching process?

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