What is the Mentor Network?

The ASU Mentor Network brings together talented mentors to form high value relationships with ASU-supported entrepreneurs. This mentoring program is designed to support student, faculty and community-led startups at a wide range of stages, from ideation through acceleration.

Through University and community programs and events, mentors and mentees are continuously engaged in entrepreneurial activity that will advance ideas, technologies or products toward commercialization.

The ASU Mentor Network is initiated and guided by ASU staff and is offered free of charge to qualifying mentees.

Perks of being a member:

*Make a difference.* You will have the opportunity to contribute to projects that make a lasting social impact – our students have great ideas and you can help them take the next steps.

*Establish deeper University connections.* You will be the first to know about entrepreneurial events University-wide – our mentors are often invited to support students in all academic areas by participating in events like workshops, panels, and pitches.

*Grow your own professional network.* You will be a part of an innovative community of experienced entrepreneurs, and given several opportunities to network with each other. You never know, you may even find your own mentor.

*Professional Development.* Our mentors often say they were inspired by their mentees and learned from them as well! Being a mentor doesn’t mean being an “expert,” it means establishing a mutually beneficial relationship with your mentee so that you are both consistently learning and growing.

Ready to get started?

This guide provides important information for participating mentors and mentees in the ASU Mentor Network program.

Contents of this guide:

- Eligibility Requirements
- Application and Selection Process
- Expectations for Mentors
- Expectations for Mentees
- Issues of Confidentiality/Conflict of Interest

For further inquiries, contact Dareni Wellman, coordinator of the ASU Mentor Network, at dwellman@asu.edu
Eligibility

Potential Mentees:

The ASU Mentor Network is focused on mentoring ASU-supported student, faculty, and community startups. The program is focused on projects ranging from student teams that are currently in ideation stage of startup creation to advanced university research projects with the potential for company formation, to startup companies with management structures already in place.

Potential mentees must be committed to the requirements of the program and be willing to engage with their mentor on a frequent and on-going basis.

Potential Mentors:

ASU Mentor Network mentors are volunteers who want to share the skills and knowledge they have gained in creating and guiding successful startups. Their careers represent a wide range of experience as founders, chairmen, CEOs, chief technical officers, or directors of successful corporations and partnerships.

Mentors may also be people who are 'experts' in a particular field and/or who want to share their skills and knowledge in areas like reimbursement, negotiation, finance or FDA regulations.

Mentors are recruited not only for their expertise but also for their skills as advisors and their enthusiasm for the program.

We strongly value diversity and seek mentors who reflect the diverse demographics of the student body, faculty and communities in which ASU operates.

Applying to be a Mentor

All prospective mentors must submit an application for consideration online at https://entrepreneurship.asu.edu/mentor-network

Your application will be reviewed within 24 – 48 hours. Candidates whose background and experience fit our program needs will be contacted to schedule a 1:1 meeting with one of our staff members. This informal meeting will give us a chance to get to know you and to discuss your aspirations and goals in joining the Mentor Network.

If both parties agree to move forward after discussing the program further, prospective mentors must submit appropriate forms, including agreement to a background check. We background check all of our mentors in order to ensure the safety of all participants in the program. ASU will run this check in accordance with the process University programs use to engage valued volunteer staff. Please note that there is a $30 charge for this background check.

Upon completing a background check and all required documents, we will welcome approved mentors warmly into the program and will be in contact to set up an orientation session. Approved mentors will
then start receiving correspondence from our office about all of the ways they can connect with potential mentees!

The Mentor/Mentee Relationship

Participation in the ASU Mentor Network by both mentors and mentees is purely voluntary, and there is no formal assignment of matches by ASU. Mentor-mentee relationships are permitted to form organically through participation in programs and events. Once accepted to the program, mentors will begin receiving email invites and updates about university and community engagement opportunities. These are great ways to meet potential mentees. The more involved mentors become in the program, the more likely they are to meet with students they wish to mentor. Once a Mentor/Mentee relationship has formed, please notify the Program Coordinator.

If at any time a mentee or mentor is unsatisfied with the ongoing relationship, they should contact the Program Coordinator to discuss the appropriate action.

Mentors and mentees will not be involved in an amorous relationship with each other during the mentoring relationship. Violations may result in the termination of the mentor from the ASU Mentor Network.

Expectations for Mentors

The core expectation of mentors is to provide support, counsel, ideas, feedback, and guidance to their mentees. The ASU Mentor Network is educational only. All work, business decisions, and outcomes remain under the full control and responsibility of the participating mentees.

The key to a strong network of members involves consistent participation in programming and events. In order to remain an active member of the Mentor Network, mentors must attend or participate in at least 2 events per semester. (Remote attendance is acceptable if unable to attend in person). If a mentor does not participate in at least 2 program events, they will move to Inactive status. Inactive members will still receive email correspondence from our office, however they will not be allowed to participate in events through our office until reactivating their membership. In order to reactivate their membership, inactive mentors must contact the Program Coordinator.

As a general guideline, mentees/mentors should meet once every 4 – 6 weeks for an estimated 60 – 90 minutes. Mentors do not have to be located in the Phoenix area, but if possible and feasible, we recommend mentoring meetings to take place in person.

ASU leverages Lean Launch techniques. Mentors are encouraged to familiarize themselves with Lean Launch methodologies to have a firm understanding of the educational program that startups in ASU accelerator programs experience. Since each startup is unique, the nature, extent and time frame of the mentoring process is largely determined on a case-by-case basis. Mentoring meetings will be scheduled by the mentee and mentor together. Some mentors will be interested in, and have time available, to commit to more than one mentee. This situation is welcome.

ASU Mentor Network mentors are responsible for abiding by, and reporting issues involving, the policies, rules and directives of the ASU Mentor Network. If mentors observe their mentees engaging in unprofessional behavior (e.g., failing to attend scheduled mentoring meetings), mentors are encouraged to notify Program Coordinator. The ASU Mentor Network shall respond in a timely manner to any complaint that a mentor or mentee has acted inappropriately. Subsequent action to resolve the request will be at the sole discretion of the ASU Mentor Network.

Most importantly, mentors may not have any financial interest or involvement with a startup either for themselves or for a related party.
Should a mentor wish to become commercially involved in a venture, the mentor must contact the Program Coordinator to resign him- or herself from the Mentor Network. Written documentation must be submitted with both the mentor and the mentee’s signature, agreeing to this relationship change. Relevant financial involvement includes, but is not limited to:

- Fee (or equity) for service work on behalf of the venture
- Investment by the mentor in the venture
- Fundraising for the venture with project, retainer, facilitation, or success fees.

Mentors who choose to become financially involved in a startup cannot continue mentoring with that startup, however they may still remain in the program and continue to participate in events and serve as a mentor to other students.

**Expectations for Mentees**

The mentee has the ultimate responsibility for the effectiveness of the mentoring activities.

The ASU Mentor Network staff is available to advise mentors and mentees regarding effective meeting management, including agendas, pre-meeting communications, and post-meeting follow-ups. Mentees will also find that mentors will often have suggestions for improving the mentoring. Still, the mentee is ultimately where the “buck stops.”

Mentees are encouraged to share information and ideas with the ASU Mentor Network staff regarding their experience with the mentoring program, particularly suggestions that might be useful for overall program design and for use by other program mentees.

ASU Mentor Network mentees are expected to be professional, open and responsive to the volunteer mentors who work with them. The mentees are also expected to provide the ASU Mentor Network, to the best of their ability, with accurate information about their startup.

The ASU Mentor Network shall respond in a timely manner to any complaint that a mentor or mentee has acted inappropriately. Subsequent action to resolve the request will be at the sole discretion of the ASU Mentor Network.

Mentors may not have any financial interest or involvement with a startup either for themselves or for a related party. From time to time, mentors and mentees may desire to discontinue their mentoring relationship to enable this kind of relationship to begin. In such cases, the mentee and mentor should notify the Program Coordinator immediately and provide a written statement agreeing to the relationship change.

**Confidentiality and Conflict of Interest**

The following are key principles of the ASU Mentor Network with regard to confidentiality and inventorship:

- Mentors are obliged to maintain any information they encounter through the ASU Mentor Network program in confidence.

- ASU Mentor Network staff treats any information they encounter through mentorship in confidence. ASU Mentor Network shall have no liability for any disclosure of confidential information other than due to the direct dissemination by the ASU Mentor Network without prior approval.

- Mentors should generally avoid making inventive contributions to mentee research in providing guidance as a mentor under the ASU Mentor Network. In the unlikely event that the mentor does
make an inventive contribution, the mentor shall disclose any such invention to the ASU Mentor Network staff as soon as possible and before any public disclosure. It is the intention of the ASU Mentor Network that a mentor will not benefit financially in any way from their participation in the program.

- The ASU Mentor Network staff, mentors, and mentees shall adhere to ASU’s policies and procedures, including those regarding the use of University resources and intellectual property.

- The ASU Mentor Network staff, mentors, and mentees shall not attempt to influence any decision regarding the disposition, licensing, or sale of University intellectual property in order to benefit an ASU Mentor Network startup or Mentee, and shall use best efforts to avoid conflicts of interest.

- ASU Mentor Network staff and mentors may not have any financial interest in an ASU Mentor Network mentored startup. Mentors cannot have an equity interest in, receive any compensation from, or obtain any other financial interest with an ASU Mentor Network startup that they have been assigned to mentor without prior written consent of the ASU Mentor Network. In the event that a mentor, or his or her related party, acquires a financial interest in an ASU Mentor Network startup after such mentoring assignment, the mentor will be removed from any mentoring activity with that startup.

Have additional questions?  
Please contact Dareni Wellman, coordinator of the ASU Mentor Network, at dwellman@asu.edu
ASU Mentor Network: Mentor Commitment

As a mentor in the ASU Mentor Network, I understand and agree to follow all policies in the Mentor Network Guide. I understand that failure to abide by the policies in this guide may result in removal from the ASU Mentor Network.

________________________________  ____________________________________
printed name                                           signature

________________________________
date