



MENTORSHIP PROGRAM

MENTEE INFORMATION PACKAGE

2020-2021

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Background

The University of Calgary Petroleum & Energy Society (PES) is one of Calgary's largest student run organizations with the fundamental purpose of creating an informed, knowledgeable, and connected student population in the energy industry. PES is a student chapter of the global Petroleum professional organization – the Society of Petroleum Engineers (SPE) where it carries out SPE's activities at the university level. PES fosters SPE's mission of ensuring that our student members are receiving the proper development and access to resources that will help them become future leaders in the Oil and Gas industry. With the common goal of equipping students with a solid foundation of knowledge, experience and networks so they may have a competitive edge when entering the industry, PES focuses its efforts on four main areas of student development:

- Professional development
- Experiential learning
- Networking
- Social responsibility

We fulfill our mandate by organizing educational events, mentorship programs, field trips, technical lectures and tours, and networking events to engage students with industry professionals.

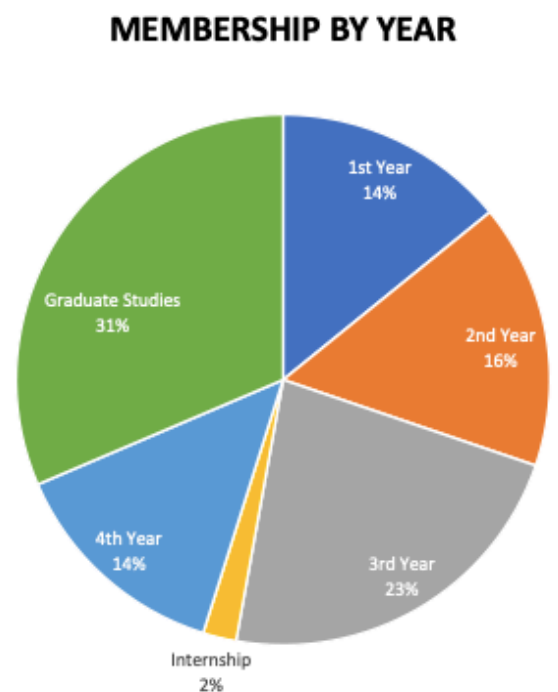
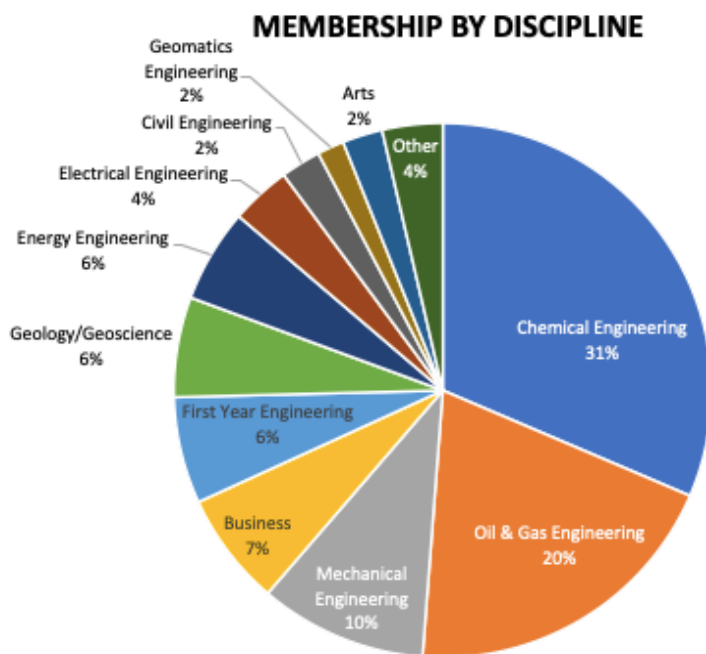
In the 2019-2020 academic year, students at the University of Calgary were able to participate in industry networking mixers, technical luncheons, industrial sites tours, and skill-based workshops offered by PES, with topics ranging from engineering, business and geoscience aspects; as well as attending international competitions and conferences in the United States. Students were sent to the SPE Annual Technical Conference and Exhibition (ATCE) that focused on exploration and production technologies in upstream Oil and Gas industry in Calgary, Alberta and the North American PetroBowl Competition Qualifiers in Los Angeles, California. Additionally, students had the opportunity to attend the Abu Dhabi International Petroleum Exhibition & Conference (ADIPEC) in November 2019. These conferences not only created the perfect opportunity to learn about the latest industry technologies, but also included excellent networking opportunities and several events specifically for students and young professionals. Later in September, PES will be virtually sending student delegates to participate in the 2020 ATCE.

The goal of PES is to provide our industry with the next generations of inspired and energy driven graduates to develop these resources in an economic and environmentally sustainable manner. With over 200 members in the 2019/2020 academic year, PES continues to strive for

personal and professional growth and excellence through interactive events and sustainable planning.

Membership

For the 2020-2021 academic year, we anticipate having over 300 undergraduate and graduate student members. Of last year's 287 members, roughly 61% were from chemical, petroleum, and mechanical engineering; 20% were from other engineering disciplines; and 19% were from business, geosciences and other faculties at the University of Calgary. This coming year will feature a strategic membership approach to focus on students who will likely be entering the industry for the first time, with emphasis being placed on energy minded engineering and geoscience students motivated to learn about industry.



PES Mentorship Program

The PES Mentorship Program's primary goals are connecting students to members of the energy industry, assisting them in their growth as professionals, and helping them gain a better understanding of the industry itself. Upon completion of the program, both mentees and mentors will have strengthened networking, communication and leadership abilities.

Since the 2014 launch of the PES Mentorship Program, we have provided students and industry professionals the opportunity to build meaningful mentorships that encouraged both leadership and growth. This program establishes an environment for mentors to guide the future generation of energy leaders and for mentees to expand their understanding and development as young professionals. Furthermore, resources will be provided throughout the year to facilitate connections between the mentee-mentor pairs and allow all participants to maximize what they gain from the relationship.

In 2019-2020, the PES Mentorship Program had 48 pairs of industry mentors and student mentees. Mentors were recruited from a variety of backgrounds, including engineering, geoscience, finance, and consulting. There was an overwhelming interest from students, and we utilized a rigorous application and matching process to create mentee-mentor pairs.

Overall, we received very positive feedback on our year-end program survey. Mentors stated that it was a rewarding experience where they could witness mentees' growth from the meaningful discussions they have had, and share resources to support them in professional, academic and career journey, while students stated that they developed strong knowledge and networking skills by working closely with their mentors. We aim to further increase the impact of the program on both mentees and mentors this year.

For the 2020-2021 year, the mentorship program will commence in early October and end in April. It will include the following components:

- Introductory Mixer where students and mentors will have the opportunity to meet and mingle (possibility of virtual event).
- Periodic 1-on-1 meetings/phone calls with your mentee (each pair should agree upon the frequency and mode of communication early on in the program).
- Non-technical workshops open to mentees and mentors on leadership, career planning, etc.
- Monthly e-mails distributed for the mentor and mentee, with ideas for themes and activities to work on together
- Year-end wrap-up party, where the students and mentors will have the opportunity to give feedback on the program as well as discuss their overall experience.

COVID-19 Update: The introductory event will most likely be held virtually. More information will come soon. Pairings will not be required to have meetings in person and may choose to do meetings virtually. It is suggested that mentee/mentor pairings discuss whether both parties are comfortable meeting in person or virtually only.

The tentative timeline is as follows:

September 25, 2020	Mentor Applications Due
October 2, 2020	Mentee Applications Due
October 8, 2020 5:30-7:30 pm	Virtual Introductory Mixer
Late October 2020	Mentor-mentee matches will be made from reviewing application forms and based on preferences from mixer
Early November 2020	Each pair establishes a set of goals
Early December 2020	Possible Christmas party or virtual event for all program participants
Early April 2021	Year-end wrap up party (<i>Location TBD</i>)

It is important to note that this program is not meant for students to utilize as a job-seeking tool. We do not condone student solicitation of mentors for job opportunities. However, if a mentor willingly recruits their mentee for a work term or full-time position, it is solely at the discretion of both parties.

Matching Process

Mentors and students will have the opportunity to meet at the Introductory Mixer. We encourage both parties to engage with as many people as possible. At the end of this event we ask that professionals and students complete a form with their mentor and mentee preferences. Based on this feedback in addition to the applications of all mentors and mentees, we will set proposed pairs and reach out to individual mentors and mentees for confirmation.

Time Commitment

The key idea is that mentors and mentees will get out what they put in. We recognize that participants are taking time out of their personal lives to invest in each other. The exact timing of interactions will vary to meet the schedules of each mentor/mentee pair. That said, what we've seen work best is a regular cadence of meeting once monthly, across the academic window from October through April with optional continuation over the summer. In order to ensure participants have the chance to get to know the mentors, and to have some fun together, we ask that all mentors attend the Intro Mixer, Christmas party, and the Year-End Wrap-Up Party. It is not mandatory for the mentors to attend the student workshops, though all are welcome to do so.

Mentee Expectations

- You are expected to initiate conversations with your mentors. Strong initiatives show that you respect the time and efforts they will spend on guiding you both professionally and personally.
- Maintain effective communication and respond to mentor in a timely manner
- Adhere to professional boundaries
- Attend all mandatory workshops and events, inform the Director of Mentorship if unable to attend
- If unable to attend scheduled meeting with mentor, let the mentor know as soon as possible and reschedule. Any students that miss meetings without informing their mentor will be removed from the program.
- Actively make the most of the relationship

Mentor Expectations

- Maintain effective communication and respond to the mentee in a timely manner.
- Establish a comfortable and non-discriminatory environment in which the mentee can seek advice.
- Attend all mandatory workshops and events, inform the Director of Mentorship if unable to attend.
- Maintain clear and professional boundaries, ensure that any possible confidentiality issues are addressed at the beginning of the relationship.
- Help the mentee to gain exposure to new ideas, growth opportunities, and develop future plans.
- If unable to attend scheduled meeting with mentee, let the mentee know as soon as possible and reschedule.

We encourage mentor/mentee pairs to use whichever form of communication is most comfortable and convenient for them. Usually casual in-person meetings work the best to get the most out of each meeting. We recognize some positions and internships involve travel, and so some pairs have used phone or Skype to keep in touch. Due to COVID-19, most meetings will likely be virtual, and pairings should discuss which meeting format they are most comfortable with. Since much of this program will occur virtually, it can be very flexible no matter where you are or how much time you have.

Suggested Discussion Topics

- Education
- Career path & mentee career goals
- Current industry events
- Corporate Social Responsibility Initiatives
- Any applicable personal experiences
- Professional ethics
- Extra-curricular activity & volunteerism

Sample Questions to Ask Mentor

6. What was something you wish you had known before entering your recent role?
7. What is your view on the industry outlook in the next 10 years?
8. What are you most proud of?
9. What used to be your biggest weakness?
10. Anything FORM: Family, occupation, recreation and motivation related questions.

Tips for mentees on making the most out of the mentorship:

- Attend meetings prepared and with discussion topics or questions in mind
- Let your mentor know about your goals and if they can help you in any way or give advice
- Follow up with your mentor on what you have achieved since previous meetings
- Let your mentor know if any of their advice has helped
- Make this mentorship a chance to learn about the industry firsthand from your mentor

Ending the Relationship

- In the case that the matches do not work out, both parties may withdraw from the program and there will be no blame assigned to either parties. While this is not the best outcome for a match, this is a learning opportunity for all parties.
- If a mentee or mentor would like to withdraw from the program, please contact the Director of Mentorship as soon as possible to determine the best course of action.
- If a match would like to continue after the program ends in April, this should be mutually agreed upon between the mentor and mentee
- For matches that would like to formally end in April, a meeting should be arranged in which the mentee formulates their future career and educational goals with their mentor



Mentee Registration Form

Thank you for your consideration in joining the PES Mentorship Program. If you are interested in becoming a mentee, we ask that you please click on this Google Form link and fill out the online form by October 2, 2020. If you have any questions, feel free to contact Britney Anderson, Director of Mentorship, at britney.anderson@pesucalgary.com.

Google Form can be found at:

<https://forms.gle/EuE9vqqgetvoniKBA>

Thank you for becoming a part of the PES Mentorship Program.