Gallogly College of Engineering  
Professional Mentoring Codes of Conduct

General Information and Guiding Principles
The Gallogly College of Engineering (GCoE) Professional Mentoring Programs are conducted under the auspices of the Jerry Holmes Leadership Program for Engineers & Scientists (JHLP). Students may participate in professional mentoring via Holmes Leadership Associates, Women in Engineering, and/or Diversity & Inclusion. Students enrolled in the Mewbourne College of Earth & Energy who participate in the above programs are also eligible to participate in GCoE Professional Mentoring Programs.

Professional Mentoring refers to mentoring of an enrolled college student by a practicing or retired engineer or scientist. Peer mentoring programs are not governed under this document.

The GCoE Mentoring Codes of Conduct include the GCoE Code of Conduct for Mentors and the GCoE Code of Conduct for Mentees. All GCoE Mentors and Mentees (collectively, Participants) shall read the GCoE Mentoring Codes of Conduct in their entirety to understand the standard of behavior expected by GCoE from all its Participants.

Guiding Principle for Mentorship within the Gallogly College of Engineering
The primary purpose of a mentorship is for a Mentor to foster the academic and professional development and success of a Mentee. Mentoring is collaborative learning relationship, and both Mentors and Mentees should expect to learn from each other.

Guiding Principle for Mentors
The Mentor shall always strive to act in the best interests of the Mentee. In practice, any course of action will usually present advantages and disadvantages, and the optimal course of action will often not be clearly defined. Under no circumstances, however, shall the Mentor further other interests by intentionally advising the Mentee to follow a course of action that is detrimental to the best interests of the Mentee. For example, the Mentor shall not place the interests of the Mentor, the Mentor’s employer, a professional society, a sponsor, or any other party above the interests of the Mentee.

Guiding Principle for Mentees
The Mentee is ultimately responsible for the Mentee’s own actions. The Mentor provides guidance for pursuing a specific course of action. This guidance will be based on the Mentor’s specific knowledge, experience, preferences, and biases. In practice, any course of action will usually present advantages and disadvantages, and the optimal course of action will often not be clearly defined. The responsibility for choosing a specific course of action belongs to the Mentee, not to the Mentor.
GCoE Code of Conduct for Mentors

Mentors agree to abide by the GCoE Code of Conduct for Mentors. If a Mentor violates any rule of the GCoE Code of Conduct for Mentors, GCoE may suspend or terminate the Mentor’s participation.

Confidentiality. Except as provided below, the Mentor shall not disclose to any third party any personal details of communications with the Mentee without prior permission of the Mentee. Exceptions: (1) If the Mentee violates the GCoE Code of Conduct for Mentees, the Mentor shall report the code violations to the Jerry Holmes Leadership Program Director; (2) If the Mentor believes the Mentee to be seriously depressed, in danger, or a danger to themselves or others, the Mentor will notify the Jerry Holmes Leadership Program Director.

Availability. The Mentor shall be available to communicate with the Mentee at least 4 times per semester for a minimum of 30 minutes per session. Communication can take the form of in-person meetings, telephone calls, video conferencing, or email conversations.

Communications. The Mentor should refer to the Mentee by the Mentee’s preferred name and pronouns.

In communications with a Mentee, Mentors (1) shall not use offensive language, and (2) shall not transmit offensive images. Offensive language includes, but is not limited to, (a) profanity or verbal abuse directed towards the Mentee, (b) sexually suggestive comments directed towards the Mentee, and (c) derogatory or sexually suggestive remarks directed towards any individual or group of individuals based on religion, race, color, ethnicity, country of origin, age, gender, sexual orientation, or sexual identity. Offensive images include, but are not limited to, (a) images that are sexually suggestive, lewd, or pornographic and (b) images that include offensive language, as described above.

Personal Relationships. Mentors shall not pursue romantic or sexual relationships with Mentees.

Meetings in Person. In-person meetings shall be conducted in public locations, such as restaurants, or in the Mentor’s place of business during regular business hours. In-person meetings should not take place in a private home. Mentors may, however, invite Mentees to social events at private homes where other people are present, such as holiday parties or dinners.

Prohibited Advice. Mentors shall not provide medical, mental-health, or legal advice to Mentees. If a Mentee is in need of such advice, the Mentor will advise the Mentee to seek the assistance of a qualified professional.

Business Relationships. Mentors shall not request or encourage Mentees to make a financial investment in any enterprise. Mentors are permitted but not required to assist Mentees in obtaining employment. A Mentor may assist his or her Mentee in obtaining a position at the Mentor’s place of employment; however, the Mentor shall not hire his or her Mentee to work
under the Mentor’s direction while the GCoE-sponsored mentoring relationship is in effect. Mentors shall not request Mentees to perform work without financial compensation.

**Financial Assistance.** In general, Mentors should avoid giving money to Mentees. In specific circumstances, the Mentor may volunteer to give money to the Mentee (for example, to assist the Mentee in paying fees for attending a conference). Before such assistance is granted, the Mentor shall inform the JHLP Director. Under no circumstances, however, is it appropriate for a Mentee to ask a Mentor for money.

**Duty to Report Code Violations.** If a Mentor observes any Participant behaving in a manner that violates the GCoE Code of Conduct for Mentors or the GCoE Code of Conduct for Mentees, the Mentor shall promptly report the observations to the JHLP Director.

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### GCoE Code of Conduct for Mentees

Mentees agree to abide by the GCoE Code of Conduct for Mentees. If a Mentee violates any rule of the GCoE Code of Conduct for Mentees, GCoE may suspend or terminate the student’s participation as a Mentee.

**Confidentiality.** Except as provided below, Mentees shall not disclose to any third party any personal details of the communications with the Mentor without prior permission of the Mentor. Exceptions: (1) If the Mentor violates the GCoE Code of Conduct for Mentor, the Mentee shall report the violations to the Jerry Holmes Leadership Program Director; (2) If the Mentee believes the Mentor to be seriously depressed, in danger, or a danger to themselves or others, the Mentee shall notify the Jerry Holmes Leadership Program Director.

**Availability.** The Mentee shall be available to communicate with the Mentor at least 4 times per semester for a minimum of 30 minutes per session. Communication can take the form of in-person meetings, telephone calls, video conferencing, or email conversations. Sessions conducted during the Winter Break period can be applied to the minimum number of meetings for either the fall or spring semesters.

**Communications.**

The Mentee should refer to the Mentor by the Mentor’s preferred name and pronouns.

In communications with a Mentor, Mentees (1) shall not use offensive language, and (2) shall not transmit offensive images. Offensive language includes, but is not limited to, (a) profanity or verbal abuse directed towards the Mentor, (b) sexually suggestive comments directed towards the Mentor, and (c) derogatory or sexually suggestive remarks directed towards any individual or group of individuals based on religion, race, color, ethnicity, country of origin, age, gender, sexual orientation, or sexual identity. Offensive images include, but are not limited to, (a) images that are sexually suggestive, lewd, or pornographic and (b) images that include offensive language, as described above.
Personal Relationships. Mentees shall not pursue romantic or sexual relationships with Mentors.

Meetings in Person. In-person meetings shall be conducted in public locations, such as restaurants, or in the Mentor’s place of business during regular business hours. In-person meetings should not take place in a private home. Mentees may, however, attend social events with the Mentor at private homes where other people are present, such as holiday parties or dinners.

Prohibited Advice. Mentees shall not seek medical, mental-health, or legal advice from Mentors.

Financial Assistance. Mentees shall not ask Mentors for money. Mentees shall not request Mentors to make a financial investment in any enterprise. In specific circumstances, the Mentor may volunteer to give money to the Mentee (for example, to assist the Mentee in paying fees for attending a conference). Before such assistance is accepted, the Mentee should inform the JHLP Director.

Career Assistance. Mentees should not expect Mentors to provide assistance with job searching and/or placement. The provision of such assistance is strictly at the discretion of the Mentor.

Duty to Report Code Violations. If a Mentee observes any Participant behaving in a manner that violates the GCoE Code of Conduct for Mentors or the GCoE Code of Conduct for Mentees, the Mentee shall promptly report the observations to the JHLP Director.

This document was adapted from the MentorNet Codes of Conduct, Mentornet.net.