



RUNSTAD DEPARTMENT OF REAL ESTATE
UNIVERSITY of WASHINGTON
College of Built Environments



MSRE GRAD

MENTOR/ MENTEE HANDBOOK



<https://re.be.uw.edu/>

UW MSRE Mentorship Program Guidelines

The Mentorship Program aims to foster professional and personal growth by pairing students with experienced mentors in the real estate industry. Through regular meetings, participants will gain insights into career development, industry trends, and skills enhancement, and build their professional network. The goal is to support mentees in navigating their career journey, refining their career aspirations, and enhancing their knowledge of the real estate industry.

Duration and Commitment

The mentorship program will last a maximum of **9 months**, from October to June. Mentors and mentees are expected to meet at least **once per quarter**. Meetings can be held in-person or virtually, depending on the preferences and location of both mentor and mentee. Each meeting is expected to last between **30–60 minutes** or longer depending on availability. Mentors and mentees should discuss **mentorship agreement** during the first meeting and follow this agreement throughout the program. In addition, mentees should plan to spend time on preparatory work, such as goal-setting or research between meetings.

An in-person meeting is organized by the department each quarter. The exact dates and times will be communicated later via email.

1. MSRE Welcome Reception (late September-early October)
2. Undergraduate and Graduate Mentor-Mentee Social Event (mid-February)
3. Department Graduation with Mentors (June) [for graduating students]

Roles and Expectations

Mentor

- Establish realistic and achievable goals with the student and identify ways to achieve them
- Offer constructive suggestions and feedback on their resume or other application materials
- Help student meet with other professionals in desired field within real estate industry
- Increase student's awareness of professional associations and related resources.
- Ask reflective questions to help student explore their own values and needs
- Encourage student to explore possible career paths
- Be willing to adjust your goals as student changes interests during — or as a result of — this opportunity for career exploration

Student

- Come prepared to discuss your needs and expectations with your mentor
- Be committed to carry out agreed-upon goals
- Practice curiosity and active listening
- Be receptive to suggestions and feedback. Actively seek feedback.
- Network through your mentor to meet other professionals and gain access to resources
- Take the initiative to schedule meetings with your mentor. Respond in a timely fashion.

- Show appreciation for your mentor's support and assistance

Both

- Set goals for the mentorship together and actively work towards achieving those goals
- Try to talk or meet at least twice per quarter

Suggested Activities

(depending on time and availability at least two of the below should be explored)

First meeting

- Discuss backgrounds and get to know each other
- Discuss your goals for the mentorship relationship
- Discuss the student's career interests and goals
- Discuss mentorship agreement, expectations, communication and meeting preferences

Career Conversations

- Identify student's talents, skills, and interests and discuss their application to various career options
- Discuss how mentor's personal and professional lives intersect; discuss work-life balance
- Discuss mentor's educational background and educational preparation needed for a career in real estate.
- Discuss employer types and organizational culture
- Discuss how your individual values have impacted your career choices
- Investigate discipline-related clubs and organizations
- Discuss a current event, issue, or recent research in your field
- Discuss current real estate market and emerging career paths
- Discuss skills and typical tasks of specific professional roles related to student's interest
- Discuss professional standards and unspoken rules of etiquette that exist in your field or workplace
- Discuss the transition from school to work and identify ways to help the process run smoothly
- Go out to lunch or dinner and discuss proper etiquette for a business lunch

Resume / Interview Activities

- Provide feedback on the student's resume, cover letter, portfolio, or current projects
- Practice for a job interview or arrange for a mock interview with a professional colleague
- Review LinkedIn profile and suggest personal branding strategies

Expand Professional Networks

- Compile a list of contacts the student could meet with in the mentor's field

- Network with other mentors and students
- Practice for and schedule informational interviews
- Help arrange informational interviews for student with colleagues or others in the field
- Prepare an elevator pitch for networking situations
- Provide guidance on professional LinkedIn etiquette, including how to connect and engage with industry leaders
- Attend a professional meeting, conference, or program together
- Participate in a company tour or attend a professional recruiting career event
- Participate in a job shadow day
- Connect with other Runstad Department alumni through the Alumni Chair or LinkedIn group

Events or Activities

- Attend a lecture, concert, or sporting event together
- Critique a school project the student is involved with for a class
- Practice for a presentation; help student refine speaking skills
- Suggest industry podcasts, books, or reports
- Discuss real estate case competitions, hackathons, or local projects

Goal Setting

Setting goals helps provide direction and creates a way to stay focused on what you wish to accomplish. As you set goals you define where you want to be.

Take some time to think about the goals the student wishes to accomplish throughout the mentorship and determine how the mentor can be a helpful resource. The SMART guidelines will help you set effective goals that include a timeline.

SPECIFIC	Describe your goals and the steps you'll take to achieve them in detail
MEASURABLE	Quantify your goals so that they are measurable
ACHIEVABLE	Ensure that your goals are within reach given the resources at hand
RELEVANT	Identify the benefits of achieving your goals
TIME-BOUND	Include a reasonable timeline for completion