

# MERGE PROGRAM GUIDELINES

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## OVERVIEW

The MERGE program is open to all AIA Arkansas members. Members in good standing are eligible to participate and can apply to be a mentee, mentor, or both at any time during their career. Mentees and mentors will be paired and encouraged to meet one-on-one to discuss personal and professional development. A series of virtual MERGE workshops will also be offered throughout the year on different topics for mentees to come together with a small panel of mentors. Mentee-mentor pairings will be sent out January 15th along with the MERGE workshop schedule.

## GOALS & PURPOSE

To encourage mutually beneficial, cross-generational interaction that seeks to build a network for established and emerging professionals beyond the office environment, and further the personal and career development of the next generation of design leaders in the state of Arkansas

To strengthen the architectural profession in the state of Arkansas by developing AIA members who will be recognized as leaders and trusted advisors

### MENTEE GOALS

Learn how to engage with the architectural community as a whole

Identify long-term professional development goals

Increase your knowledge by learning new skills and developing existing skills

### MENTOR GOALS

Give back to the architectural community

Teach the mentee about topics outside their realm of experience

Demonstrate skills, knowledge, and commitment to the profession

## CODE OF ETHICS

Both the mentor and mentee will discuss and agree upon expectations for one-on-one meeting goals, types of meetings and their frequency, and on-going communications.

Personal and professional confidentiality is a requirement for both parties.

The MERGE program is not intended to be a recruitment or job searching tool for either party.

Both parties need to respect the other's availability in addressing their outlined goals. Both parties need to follow through on commitments, prepare for meetings, and be sensitive to cultural or other differences.

Relationships between mentors and mentees, other than purely professional, are strongly discouraged.

While some relationships can last a lifetime, either party may discontinue the relationship at any time. Both parties must notify the other as well as the MERGE team if one wants to end the relationship during the current program year.

### MENTEE GUIDELINES

Demonstrate a desire to grow in the architectural profession

Make every effort to attend each virtual MERGE workshop; missing multiple sessions illustrates a lack of commitment and respect of the mentors' time

Prepare for one-on-one meetings with their mentor ahead of time with a few topics of discussion to start conversations

### MENTOR GUIDELINES

Demonstrate a passion for mentoring in the architectural profession and improving the emerging professional experience of others

Use personal experience to speak towards furtherment of mentee goals; if you are unable to answer a specific question, aid the mentee in finding the resources that will help them

As possible, commit to sitting on at least one virtual MERGE workshop panel

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