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Hayashi, Ryotaro; Kim, Hyuncheol Bryant; Matsuda, Norihiko; Pham, Trinh

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APPENDIX

Mentor Recruitment and Training Guidelines

1. Recruitment of STEM Mentors

Vacancy Announcement for Mentors from Colleges under RUB/KGUMSB

The Ministry of Education (MoE) with the support of the Asian Development Bank (ADB) is currently piloting a career mentoring program for about 2,000 students in grades IX to X. The objective of the program is to increase the enrollment of students in the Science stream after they complete their secondary school. The students will be encouraged to take part in learning the contents of Science, Technology, Engineering, and Math (STEM) related subjects.

To conduct the program, MoE intends to select 200 mentors from all colleges with STEM majors under Royal University of Bhutan (RUB) and Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) and some recent graduates. The selected mentors will be trained by Counselors under MoE for about five days tentatively from 16-20 September 2021.

Job Description

The mentors will provide advice and guidance to grade IX and X students (mentees) to support their progression and achievement of those students. This may include academic and/or pastoral issues and may require an awareness of and liaison with additional student support services provided by the schools. Most importantly, the grade IX and X students should grow their interest in pursuing STEM subjects. The mentors should let the mentees strive and compete to book their places in STEM schools, technical and vocational education and training, and colleges.

Mentors will communicate with mentees on a one-to-one basis, to discuss with them their plans after completing secondary school and to provide tutoring. The session could be in person or online. Apart from official meetings, mentors and mentees are encouraged to communicate frequently using other means of communication such as social media or text messages.

Main Responsibilities

- To communicate with mentees on a one-to-one basis, at least 4 times (1 hour per session) in September and October to discuss with them their plans after completing secondary school.
- To give live information and a clearer understanding of "STEM campus life."
- To provide provision of subject-based knowledge support for mentees that meet their specific needs of the program. This support may be made available through individual or group-based mentoring sessions.
- To identify when a student may be experiencing difficulties and develop a plan to support the student who is in need.
- To provide constructive feedback and extract the best qualities out of the mentees.
- To organize and deliver advice and resources to mentees that help them achieve their educational, professional, and/or personal goals.

Eligibility Criteria

- The students applying for mentors should be pursuing a bachelor 's/master 's program in STEM subject.
- They should be able to provide mentoring and able to address academic questions in core subjects (Math, Physics, Chemistry, and Biology) of grade IX level.
- They should have secured a minimum of 65 percent in overall academic performance in grade XII.
- They should have experience in dealing with difficult, sensitive, or unexpected situations.
- They should have excellent communication skills.
- They should have the ability to listen and to initiate contact with other students confidently.

Remuneration

As a token of appreciation for the time and effort, each mentor will be provided a lump sum amount of Nu6,000 after fulfilling all the required tasks. Other incidental costs related to travel, phone calls, and internet data will be reimbursed.

How to Apply

Please submit the latest CV and a copy of the grade XII academic marksheet to "Email Address [Retracted]" by 31 August 2021. All eligible mentors will receive an online survey link as part of the recruitment process. The announcement of the selected mentors will be made by the respective college administration on or before 7 September 2021.

2 Recruitment of TVET Mentors

Vacancy Announcement for Mentors from TTIs

The Ministry of Education (MoE) with the support of the Asian Development Bank (ADB) is currently piloting a career mentoring program for about 2,000 students in grades XI to XII. The goal is to encourage the right persons to enroll in technical and vocational education and training (TVET) institutes after school graduation.

To conduct the program, MoE intends to select 200 mentors from all TTIs and recent TTI graduates. The selected mentors will be trained by Counselors under MoE for about five days tentatively from 16-20 September 2021.

Job Description

The mentors will provide advice and guidance to grade XI and XII students (mentees) to support their progression and achievement of those students. This may include academic and/or pastoral issues and may require an awareness of and liaison with additional student support services provided by the schools. Most importantly, the grade XI and XII students should grow their interest in pursuing the TVET courses.

Mentors will communicate with mentees on a one-to-one basis, to discuss with them their plans after completing secondary school. The session could be in person or online. Apart from official meetings, mentors and mentees are encouraged to communicate frequently using other means of communication such as social media or text messages.

Appendix

Main Responsibilities

- To communicate with mentees on a one-to-one basis, at least 4 times (1 hour per session)
 to discuss with them their plans after completing secondary school and TVET education
 opportunities.
- To give live information and a clearer understanding of "TVET student life."
- To identify when a student may be experiencing difficulties and develop a plan to support the student who is in need.
- To provide constructive feedback and extract the best qualities out of the mentees.
- To organize and deliver advice and resources to mentees that help them achieve their educational, professional, and/or personal goals.
- To accompany mentees for TVET school and Industry visits.

Eligibility Criteria

- The students applying for mentors should be TVET students, or domestic/overseas workers who
 graduated from TVET.
- They should be able to provide mentoring to Grade XI and XII students.
- They should have experience in dealing with difficult, sensitive, or unexpected situations.
- They should have excellent communication skills.
- They should have the ability to listen and to initiate contact with other students confidently.

Remuneration

As a token of appreciation for the time and effort, each mentor will be provided a lump sum amount of Nu6,000 after fulfilling all the required tasks. Other incidental costs related to travel, phone calls, and internet data will be reimbursed.

How to Apply

Please submit the latest CV and a copy of the grade X academic marksheet to "Email Address [Retracted]" by 31 August 2021. All eligible mentors will receive an online survey link as part of the recruitment process. The announcement of the selected mentors will be made by the respective col- lege administration on or before 7 September 2021.

3 The Career Mentoring Code of Conduct

In consultation with government officials and relevant stakeholders, the mentoring program was designed in such a way that mentors and mentees of different genders could be paired together. As a result, the mentors were required to undergo a training session in which codes of conduct were presented and discussed.

The Career Mentoring Code of Conduct

The mentors are required to uphold and practice the following with integrity during the Career Mentoring that they provide to the mentees:

- 1. Do No Harm physically or psychologically.
- 2. Mentors are responsible for setting and keeping appropriate boundaries that govern supportive interactions with mentees.
- 3. Mentors should be positive role models and advocates of TVET/STEM. They are to advocate the TVET/STEM Education and not impose their agendas on the mentees.
- 4. Mentors should maintain cordial and professional relationships with the mentees and avoid exploitation in any way.
- 5. Mentors should not engage in romantic relationships with any mentee.
- 6. Mentors should maintain confidentiality, objectivity, and equal partnership.
- 7. Mentors should consult the School Guidance Counselor if there is any concern.