Industry Mentor Guidelines

Overall

- Reports are for educational purposes only, and the information contained in them may not be used by mentors to make recommendations to clients or to the public at large.
- The teams typically consist of both undergraduate and graduate students. As such, their range of knowledge may vary greatly. None are CFA Charterholders or have worked previously in equity analysis.
- The primary responsibility of the Industry Mentor is to provide a "real-world" industry perspective into the students' theoretical knowledge base. Industry Mentors are not responsible for teaching students how to perform analysis.
- Successful teams often have great support from their Industry Mentor and Faculty Advisor. It is best to work strategically with the Faculty Advisor throughout the season.

Time Commitment

- Two hours for Kickoff Meeting.
- Two hours for Subject Company Meeting. Industry Mentors are permitted to attend this meeting, but are not to be active participants.
- Teams are only permitted to use an Industry Mentor on substantive matters for a total of six hours. Logistical work such as arranging meeting space and times does not count toward the time limit. These meetings must occur prior to submitting the Written Report.
- For each Local, Sub-regional, Regional, or Global Final in which the team competes, the Industry Mentor may contribute an additional two hours.

Research Process and Evaluation

- Students are preparing these reports from the perspective of a sell-side analyst. They can read existing research on the company, but all analysis should be their own. They should not cut and paste analysis from another source into their written reports or presentations.
- Industry Mentors may not contact the Subject Company, or any of its affiliates, distributors, suppliers or competitors within the context of the CFA Institute Research Challenge, with the exception of supervising student contacts.
- The local winner will be selected based on the combined scores received for the written reports and the presentations. The scores will be weighted 50% for the written report and 50% for the presentation.

Written Reports

- The written reports are a key component of the team's scoring. Many Hosts use the written report scores as a means to select the finalist teams who present to the panel of judges. In addition, the research performed by the students in preparing the report serves as the basis of their oral presentations.

- Mentors will be allowed to review students' written work and provide comments only. Mentors will not be allowed to perform any research or write any portion of the report.

Presentations

- Part of the presentation scoring is Team Involvement in the presentation and Q&A. Teams that have all of their members present and answer questions tend to make a better impression on the panel of judges and score better overall.