

Career Mentor Application for Active Engagement

1. Students seeking ACTIn credit for Active Engagement must document 40 hours of related time in the following activities

20 hours (min) of contact time with mentor during a semester (can be repeated to acquire the specified number of hours)

½ hour interview with mentor commission member as part of the application process

1½ hours mentor program orientation meeting

1½ hours mentor program closing reception

5 hours planning, preparation, evaluation, reflection paper

8hours en-route to mentor

3½ hours Career Services activities (interviews, workshops, seminars, info sessions, etiquette programs, career fairs, career counseling, etc.)

40 total hours sustained engagement

2. How the Career Mentor Program meets the requirements for Active Engagement.

- a. Student fills our application for program which indicates an area of interest the student wishes to explore. The student further explores his/her interest in a one-on-one interview with mentor commission member. The student is paired with a mentor in the desired area. The student initiates the first meeting with the mentor and shares expectations. Together the student and mentor design the activities the student will experience to fully explore his/her interest. Possibilities include: observation/shadowing, interviews/dialogues with mentor and colleagues, staff meeting, professional meeting, board meeting, stockholder meeting, training session, testing session, company tour, etc.
- b. Student compiles a list of questions for the mentor. The mentor is encouraged to share his/her career path, present job, and role within the organization and how it interrelates to other departments.
- c. Student uses a student interaction sheet for each visit to plan and record experiences. This tool allows student to process experience in several ways: noting how goals were met, recording individuals encountered, recording questions, ideas and suggestions for the next visit.
- d. Student prepares a 2-3 minute presentation to share with mentors, students and commission members at the closing session and covering the following: providing an assessment of the mentor experience, telling how the experience was helpful, explaining the most helpful or useful part of the experience, and sharing a highlight or two with specific examples.
- e. Student writes a letter of thanks to the mentor and completes an evaluation.
- f. Student writes a reflection paper that explains how the experience will be applied to their future, e.g., internships, coursework, career decision, next steps, etc.

3. How this learning experience meets learning goals, objectives, and outcomes for Active Engagement.
 - a. Throughout the semester, the student is engaged in a mentor-student relationship with an individual experienced in the field the student desires to explore, thus increasing the student's knowledge, insight, motivation and critical reflection.
 - b. Through conversations with the mentor and his/her colleagues, the student will enhance his/her communication skills.
 - c. Throughout this program, the student will meet the goals of "Effective Communication."

4. Assessment and means for presenting work in a public form
 - a. Commission member contacts mentor and student 3 weeks after program has begun to be sure first meeting has taken place and successive meetings are planned. Any concerns are addressed.
 - b. Student and mentor fill out an evaluation at the close of the program.
 - c. Student makes presentation to peers, mentors and commission members at closing session.
 - d. The student will sign releases for the session to be videotaped and retained for documentation. Should the student be unable to attend, the student must prepare a videotaped summary and submit it to the administrative staff member.
 - e. At the conclusion of the mentor program, the student will also submit a time log, student interaction sheets for each visit, and a reflection paper.

5. Documentation
 - a. The administrative staff member will submit a list of eligible students to the Associate Dean at the end of every semester.
 - b. Documentation will consist of a checklist of requirements to include:
 - 1) mentor application
 - 2) resume
 - 3) faculty recommendation
 - 4) commission member interview
 - 5) attendance at orientation (or one-on-one substitute with administrator in charge)
 - 6) prepared list of questions for mentor first visit
 - 7) scheduled first visit w/in 2 weeks or orientation (unless mentor was unavailable)
 - 8) student interaction sheets for each visit
 - 9) time log
 - 10) video-taped student presentation at closing session (or student created video substitute if excused from session due to night class or other legitimate reason)
 - 11) student evaluation
 - 12) mentor's evaluation
 - 13) copy of thank you note to mentor
 - 14) 2-3 page reflection paper