

Professional Development Program

Mentor 'Scope of Work' and Expectations

Mentors will need to be able to make a commitment to the program for the full year. The program has 10 sessions set up that are mandatory for the students and of which we would like to have as many of the mentors as possible to attend. There is a **maximum** of about 30 hours of time that can be volunteered over the course of a year as a mentor. We would like mentors to be able to commit completely to the program and the expectations below.

We are looking to have about a 3 or 4 to 1 ratio of students to mentors, so it is important that you try to attend all the mandatory sessions for the student(s) you are paired with.

We understand that this is a volunteer position and while we do want a firm level of commitment from our mentors, we understand that things come up. Please keep the lines of communication up between the program director (Brittany Chaapel at ABC) and your student(s).

The sessions will range from a speaker presenting on a specific topic, to having a roundtable discussion among mentors and students, to taking a tour of a construction site, to planning a social activity as a group. (specific sessions are noted in the application).

Each session will be given at least a 1/2 hour of time for the mentors and students to have a discussion reflecting the given topic, or any 'hot topic' that may come up.

The basic outcome of this program is to allow the students to feel like there is an open line of communication between the mentors and themselves. We ask of each mentor to do the following on the as need basis:

- Check in with your students via email or phone throughout the course of the program
- Check in on the Professional Development Facebook page to discuss issues, post news, post upcoming seminars/webinars that may be of interest, etc...
- Make yourselves available at ABC networks and events to the students.
- Be available for the students to reach out to YOU via email or phone with questions or concerns.



Professional Development Program *Mentor Commitment Form*

I _____ of
_____ commit to being a
mentor for the professional development class.

According to the attached outline, the following sessions I know I can not attend are:

Having read the outline I have the following suggestions or comments about the program:

I would recommend the following people to fill out applications for the program:

I would be interested in taking the online Harrison Assessment along with the students in the end of December, 2020.

YES _____
NO _____

Signature _____ Date _____