

1. ACE MENTOR PROGRAM OVERVIEW

Mission Statement

To engage, excite and enlighten high school students to pursue careers in architecture, engineering and construction through mentoring and to support their continued advancement in the industry.

The Rationale for ACE

- The construction industry is among the top sectors driving the U.S. economy in terms of jobs and wealth expanding activities.
- The A/E/C industry employs more than 7 million people.
- Baby boomers' retirement in all parts of the industry is creating a serious workforce shortage.
- The current workforce pipeline is inadequate to meet current and future job needs.

Statistical Profile

- ACE currently operates 64 affiliates covering 40 states, the District of Columbia, and Puerto Rico and in more than 200 cities.
- Over 8,000 students and about 2,500 mentors participate each year.
- Almost 70% of students are minorities, and more than one-third are young women.
- Nearly one-half (43%) of ACE students come from families with income below the national median.
- ACE has awarded more than \$14 million in scholarships to students.
- ACE Mentor firms have contributed more than \$10 million worth of pro bono time.

Proven Outcomes

- 95% of ACE graduates enroll in higher education, and almost 70% enter

majors linked to the design and construction industry.

- ACE students graduate high school at a greater rate than non-ACE participants.
- The large majority of students (72%) agree that the ACE experience increased their motivation to go to college or enter a skilled trades program.
- ACE increases the diversity in architecture, construction and engineering program enrollment.
- Female ACE participants enter college engineering programs at double the national rate of their non-ACE counterparts

II. Mentor Overview/Job Description

As a mentor, you agree to the following time commitment

- Meeting Time: Two hours every other week from October to May, or as the mentor's affiliate schedules the program. Teams meet in schools or mentors' offices, sometimes a mix of both.
- Prep Time: Varies
- Other Activities (Construction site tours, final presentation event, training, college night, etc.): Varies

Job Description

Mentors are vital to the ACE Mentor Program's success. They establish a bond with individual students and with the team to which are assigned and serve as professional role models. Through hands-on activities and informal presentations, mentors engage students in learning about the integrated construction industry, and they inspire and guide student teams to complete and present their final design project.

During the program, mentors typically do the following:

- Engage students in hands-on activities as part of the mentor team or as a leader of the activity. ACE's Best Practices Manual explains the curriculum and provides step-by-step guidelines to many proven activities. Mentors have the flexibility to create their own activities if they wish.
- Work collaboratively with other mentors on a team and by their collective interaction demonstrate how

Mentor Checklist

- the different industry disciplines must integrate to design and build a project.
- Help plan and sometimes lead sessions
- Share with students their own career path and the requirements for entering their particular field.
- Make a sincere effort to attend all team activities and, if unable to do so in one or two instances, notify the team leader in advance and explain their absence to students.
- Devote their entire attention to students and mentor activities during each session and not be distracted by emails or other non-ACE communications
- May be asked arrange and lead a job site tour (either a construction project or a professional office).
- Help the team keep in touch with students, reminding them of events and following up with those who miss sessions.
- Help students apply for any ACE scholarships offered by the affiliate.
- Advise students about college, including the application process and preparation of a recommendation letter, if asked.
- Help conduct any year-end program evaluation by students or by the affiliate or team of mentors.

To become an active ACE mentor, you need to complete the following steps:

- _____ Complete the online application.
 - Go to www.acementor.org and click on the Mentor section.
 - On the mentor page, click on [New Mentor & Volunteer Application Form](#).
 - Fill out and submit the application. As part of the application, you will be asked for a reference from an ACE mentor or other individual currently involved in the program. (If you do not have an ACE contact, please use your employer as your reference.)

- _____ Pass a mandatory background check.
 - After your application has been received and reviewed, you will receive an email from the ACE Mentor Program explaining the background check process.
 - Follow the instructions to complete the background check. There is no charge to you.
 - Your affiliate will receive confirmation when your background check has been approved and will mark you as “active” in the ACE database.

- _____ Sign the Mentor Agreement (included in this package) and return to affiliate contact.

- _____ Attend mentor orientation and training sessions organized by your affiliate.

- _____ Confirm team assignment and meeting schedule with team leader.

- _____ Go to website and review Best Practices Manual.

Enjoy your experience as an ACE mentor. Your enjoyment will contribute to students’ excitement about becoming an architect, engineer, or construction professional.

Mentor Agreement Form

Name _____

ACE Affiliate _____

By signing this document, I agree to abide by the following practices and behaviors for an ACE Mentor

I will:

- ✓ Commit to the day and time of the team meetings and attend the meetings
- ✓ Attend the mentor training and information session
- ✓ Give attention to students
- ✓ Listen with respect
- ✓ Be committed, consistent and persistent
- ✓ Portray a positive role model for the students by maintaining an attitude of integrity, courtesy and maturity
- ✓ Respect the students' viewpoint
- ✓ Remain confidential – I understand that all information I learn or are told about students is confidential.
- ✓ If any youth tells me something life threatening, I will report it immediately to my team leader or affiliate contact (see affiliate information for more information)
Examples: child abuse, physical and/or sexual abuse and general safety
- ✓ Respect Diversity - Culture is more than race or ethnicity. It encompasses values, lifestyle and social norms (e.g. communication styles, mannerisms, apparel, family structure, traditions, time orientation, response to authority).
- ✓ Limit Physical contact to hand shake, pat on the back or "high five"
- ✓ Remain NON-JUDGMENTAL.
- ✓ Wear appropriate attire at all times.
- ✓ Leave cell phones turned off - Emergencies are the exception.

I will not:

- ✓ Conduct one-on-one meetings with students behind closed doors
- ✓ Attempt to serve as students' psychiatrist, priest, minister, rabbi, or probation officer
- ✓ Give money or any individual gifts to a student
- ✓ Be judgmental.
- ✓ Share my personal information such as: Age, Telephone Numbers, Address
- ✓ Discriminate against any student on the basis of age, sex, ethnic or social-economic background, creed or sexual orientation.
- ✓ Transport students in personal cars
- ✓ Smoke or use any tobacco product around students
- ✓ Use, possess or being under the influence of alcohol or illegal drugs

Signature _____

Date _____