

*This information packet is designed to provide essential information about the program and outline expectations to enhance the mentor and student experience and ensure a positive experience for all involved. Please review this document in its entirety to understand and fulfill the requirements for being an ACE mentor.*

## Overview

The mission of the ACE Mentor Program is to engage, excite and enlighten high school students to pursue careers in architecture, construction management, and engineering through mentoring and to support their continued advancement in the industry.

Mentors are vital to implementing the programmatic mission of ACE. While serving as professional role models and helping students learn about the integrated construction industry through informal presentations, office visits, and site tours, mentors guide their students through hands-on activities and the development of a team design project.

Mentors who participate in the ACE Program gain an altruistic sense of "giving back", the gratification that comes with sharing knowledge and wisdom with eager students. In addition, mentoring presents a variety of networking opportunities, as well as chances to sharpen individual presentation, leadership, and other professional skills.

## Program Background

ACE was founded in New York City in 1995 by a group of leading architects, contractors, engineers and owners. Since its inception, ACE has served over 65,000 students nationwide and over 10,000 students in New York alone. Today more than 9,000 students and 3,600 mentors participate in ACE each year in 37 states, the District of Columbia, and Puerto Rico. Three-quarters of ACE students come from minority and underserved communities.

## 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/C/E industry employs more than 7 million people.
- Baby boomers' retirement in the industry is creating a severe workforce shortage. Today's workforce pipeline is inadequate to meet current and future job needs.

## 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

## Mentor Participation

### *Time Commitment*

- Meeting Time: Two hours every other week from October to May. Weekly and accelerated spring season alternative schedules upon request.
- Prep Time: A one-time Team Leader kick-off meeting and mentor training is required. Preparation between meetings varies and involves sending meeting reminders; preparing lesson plans; gathering supplies; and convening a pre-meeting or conference call with all the team mentors.

### *Mentor Tasks and Activities*

- Engage students in hands-on activities as part of the mentor team or as a leader of the activity.
- Present engaging industry overviews.
- Work collaboratively with other mentors to demonstrate how the different industry disciplines must integrate to design and build a project.
- Guide the students through the design and development of a team project.
- Lead a job site visit or conduct a professional office tour.
- Be present and stay focused at team meetings. Leave work at work.
- Share knowledge: Advise students about college, requirements for entering ACE fields, and career options.
- Help students apply for ACE scholarships and write recommendations.

### *Mentor Resources*

- Monthly ACE Greater NY E-Newsletters
- Webinars and Online Mentor Trainings
- Best Practices Manual: A manual is available to help mentors prepare for and run meetings. The manual consists of hands-on activities, skill-building exercises and industry presentations and is available "behind the scenes" on the ACE national website once a mentor has joined the program. In addition to our national website, the ACE Mentor Program of Greater New York also has an affiliate website and Facebook page with local information: [www.acementorny.org](http://www.acementorny.org) and [www.facebook.com/ACEMENTORNY](http://www.facebook.com/ACEMENTORNY)

### *Mentor Networking*

The ACE Mentor Program of Greater New York Mentor Committee organizes events where mentors can socialize, discuss the building industry, and network in a setting outside of student meeting sessions and the office. Activities include:

- Networking events such as networking breakfasts and evening meet-ups
- Annual Mentor Appreciation Event – ACE Ball

## Mentor Checklist

To become an active ACE mentor, **BOTH** new and returning mentors must complete the following steps on a **YEARLY BASIS** before the first team meeting:

\_\_\_\_\_ **Complete the online registration process (form and online training):**

- Go to [www.acementor.org](http://www.acementor.org) and click on **Mentor/Volunteers**.
- Click on **Registration/Login** and select the **New or Returning Mentor & Volunteer Registration** link.
- Fill out, update and submit the application for the current season.
  - Use an ACE mentor or other individual currently involved in the program as a reference. If you do not know anyone who is already involved, you may use your employer as a reference.

\_\_\_\_\_ **Pass a mandatory background check every three years.**

- It is required by law that all mentors who attend 20% or more of the ACE Mentor Program sessions within a program year have a criminal background check processed. It is imperative that both mentors and students are protected. **Background checks are required every three years for all mentors.**
- After your application has been received and reviewed, you will receive an email with a link to a confidential background check.
- Follow the instructions provided to complete the background check.

Most importantly, enjoy your experience as an ACE mentor! Your enjoyment will contribute to students' excitement about becoming an architect, engineer, or construction professional.

The program could not survive without the passion and dedication of the mentors that volunteer their time to work with and inspire ACE students.

Thank you for your interest in ACE!