



Mentor Information Packet // 2018-2019

Thank you for volunteering to be an ACE Mentor.

Mentors are the lifeblood of the ACE Mentor Program. It could not survive without the passion and dedication of the mentors who volunteer their time to work with more than a hundred Portland-area high school students each year. ACE mentors give back to their community, inspire the next generation, and attract new talent to Oregon's construction industry.

This packet will give you useful information about the program and explain the expectations of mentors. Please take time to read this document and also to participate in the training session our affiliate will organize. Informed and trained mentors make a positive experience for all involved.

This packet includes the following information:

1. An Overview of the Program
2. Mentor Expectations / Job Description
3. Mentor Checklist / Registration Instructions
4. Mentor Agreement

Deadline to Join:

Mentor confirmations are due by [Friday, November 9, 2018](#). (Instructions on page 3)

Online Resources:

ACE National has a Best Practices Manual available to all mentors with step-by-step descriptions of activities, mentoring tips, and other team information. The manual can be accessed via the "Behind the Scenes" section of our website using these steps:

Navigate to: www.acementor.org/ace-admin

Log in using the following credentials: Username – mentorace / Password – acementor

Once you are logged in, click on "Mentor Resources"; on the left.

*More information specific to mentoring with ACE Portland will be shared via email.

View this year's calendar and more info at acementor.org/portland-or.

Contact

If you have any questions or concerns, please contact the ACE Program Staff at: ace@portlandworkforcealliance.org or (503) 916-6582



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

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 Rational for ACE:

- The construction industry is among the top sectors driving the U.S. economy in terms of jobs and wealth-expanding activities.
- Retirements in all parts of the industry are creating a serious workforce shortage.
- The current workforce pipeline is inadequate to meet current and future job needs.

Statistical Profile for ACE Portland:

- The ACE Mentor Program of Oregon was founded in 2006 by a group of local architecture, construction, and engineering professionals.
- In 2007 (our first year), 11 firms provided 28 mentor volunteers for a small group of 27 students from 6 Portland-area high schools.
- Now, around 40 firms provide 100 mentors for nearly 150 students from more than 40 high schools.
- Around 50% of our students are minorities, and around 40% are young women.
- Around one-third of ACE students come from schools with high poverty rates.
- ACE Portland has awarded \$459,000 in total scholarships to students.

Proven Outcomes:

- ACE students graduate high school at a greater rate than non-ACE participants.
- ACE increases the diversity in architecture, construction, and engineering program enrollment at colleges and universities.
- Female ACE participants enter college engineering programs at double the national rate of their non-ACE counterparts.
- 94% of last year's Portland ACE students gained knowledge and skills not taught in their high school.
- 99% learned life and work skills that will help them in any career.
- 94% improved their ability to work collaboratively as part of a team.
- 83% gained leadership experience and skills.
- 85% are more motivated to go to college or skilled trades program.
- 96% learned how to work better with people with different backgrounds and ideas than their own.



Mentor Expectations/Job Description

As a mentor, you agree to the following time commitment:

- Meeting time: Approximately 24 hours (twelve 2-hour meetings)
- Meetings run from 4:30-6:30 pm on Tuesdays or Thursdays. (calendar: acemmentor.org/portland-or)
- Teams meet in mentor's offices in downtown or inner Southeast Portland.
- Mentors are asked to attend as many meetings as possible but are not required to attend all 12 meetings if they have a schedule conflict. Mentors should communicate with their team's Mentor Captain before being absent.

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 they 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. The ACE Best Practices Manual 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 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 full attention to students and mentor activities during each session and not be distracted by emails or other non-ACE communications.
- May be asked to arrange and lead a job site tour (either a construction project or 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.



Mentor Checklist/Registration Instructions

Confirm your intent to be an ACE mentor by November 9, 2018.

- Email ACE staff (ace@portlandworkforcealliance.org) with the following information:
 1. Will you be an ACE Mentor this year?
 - Yes / No
 2. What is your ACE discipline?
 - A (Architecture) / C (Construction) / E (Engineering)
 3. Where do you work? (company/firm name)
 4. What is your job title?
 5. What meeting day works best with your schedule? (calendar: acementor.org/portland-or)
 - Tuesdays
 - Thursdays
 - No preference
 6. Is this your first year as an ACE Mentor?
If not, how many years have you been an ACE Mentor? (including this year)

Register in the ACE database.

- Go to www.acementor.org/mentors-volunteers. On the left, select Registration/Login.
- Returning mentors should log in using their email and password from last year.
- New mentors should click the "Register as Mentor and/or Other Volunteer Role" link at the bottom.
- Make sure that you are registered for Program Year 2018-2019. (Your status may not be "Active" now, but Program Year 2018-2019 should show up in your dashboard and list of Program Years.)

Complete the online mentor training session.

- Mentor training is now part of the online registration. All mentors must complete the online training and digitally sign the mentor agreement at the end.
- The online mentor training should only take around 10-15 minutes of your time. (Please note: It may take up to 30 seconds for the green "Next" button to appear. ACE National is working on this.)

Pass a mandatory background check.

- Verified Volunteers background checks are now integrated with the ACE database.
- A background check is required every 3 years. If you need a background check, you should see a link during online registration. (If you don't see a link, ACE staff will send anyone missing a background check an email invitation through Verified Volunteers.)



Mentor Agreement

Please read the mentor agreement below. You will be asked to provide your digital signature during the online mentor training session indicating your agreement to abide by this policy.

As a mentor, I agree to:

- Commit to the day and time of the team meetings and attend the meetings
- Devote full attention to the students
- Listen with respect
- Portray a positive role model for the students by maintaining an attitude of integrity, courtesy and maturity
- Remain confidential – I understand that all information I learn or am 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
- Respect diversity
- Limit physical contact to a handshake, pat on the back, or "high five"
- Wear appropriate attire at all times

As a mentor, I agree not to:

- Conduct one-on-one meetings with students behind closed doors
- Pursue one-on-one contact with a student outside of ACE meetings for non-professional reasons
- Attempt to serve as student's psychiatrist, priest, minister, rabbi, etc.
- Give money or individual gifts to a student
- Share my personal information such as age, telephone numbers or address
- Discriminate against any student based on age, sex, ethnic or social-economic background, creed or sexual orientation
- Transport students in personal cars
- Smoke or use any tobacco products around students
- Use or possess illegal drugs
- Use, possess, or be under influence of alcohol in the presence of students

PLEASE NOTE: A paper copy of the mentor agreement is *no longer* needed from each mentor. By completing the online training and providing an electronic signature, you will have completed and signed the mentor agreement.



2018-19 ACE Mentor Program Calendar: Portland

FOR MORE INFO, VISIT ACEMENTOR.ORG/PORTLAND-OR QUESTIONS? CONTACT ACE@PORTLANDWORKFORCEALLIANCE.ORG

ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING
Career Directions for Students in
Architecture, Construction and Engineering

S	M	T	W	Th	F	S
1	2	3	X	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8 ACE board	9	10	11
12	13	14 +PROF	15 +PROF	16 +PROF	17 NEO	18
19	20	21 PROF	22 PROF	23 O.S. PLAN	24 PLAN	25
26	27 START	28*	29	30 K START	31	

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	X	4	5	6	7	8
9	10	11*	12	13	14	15
16	17 ACE golf tournament	18*	19	20	21	22
23	24	25* MT	26	27	28	29
30						

OCTOBER 2018

S	M	T	W	Th	F	S
	1	2*	3 Information Session	4	5	6
7	8	9*	10	11	12 INS NEO	13
14	15	16*	17	18	19	20
21	22	23*	24	25 Information Session	26 GRD	27
28	29 PLAN	30	31			

NOVEMBER 2018

S	M	T	W	Th	F	S
				1 Mentor Mixer	2 Mentor Confirmations Due	3
4	5	6*	7	8 Student Applications Due	9	10
11	X	13	14 ACE board	15	16	17
18	19 DAY/EVE	20 DAY/EVE	21	X	X	24
25	26	27*	28	29 Mentor Captain Orientation	30	

DECEMBER 2018

S	M	T	W	Th	F	S
						1
2	3 Accepted Students Notified	4* Mentor Orientation	5	6 Mentor Orientation	7	8
9	10	11	12	13	14	15
16	17	18	19	20	X	22
23	X	X	26	27	28	29
30	31					

FUNDRAISING EVENTS

Golf Tournament: September 17
Luncheon: April 17 or 18

ACE BOARD

ACE Board Meetings: 8/8, 11/14, 2/13, 5/8
ACE Booth at PWA Expo: March 19

PROGRAM

Meetings are from 4:30-6:30 PM
Program Begins: January 8 & 10
Mid-term Reviews: February 26 & 28
Final Presentations: May 7 & 9, 6:00-8:00 PM

STUDENTS

Student/Family Info Sessions: October 3 & 25
Student Applications Due: Nov. 16 at 5:00 PM
Accepted students notified: December 10

JANUARY 2019

S	M	T	W	Th	F	S
		X	2	3	4	5
6	7 Week 1 ▶ 8*		9	10	11	12
13	14 Week 2 ▶ 15*		16	17	18 GRD	19
20	X	22 PLAN	23	24	25	26
27	28 Week 3 ▶ 29*		30	31		

FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4 Week 4 ▶ 5*		6	7	8	9
10	11	12*	13 ACE board	14	15	16
17	X Week 5 ▶ 19		20	21	22	23
24	25 Midterm ▶ 26* MT		27	28		

MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5*	6	7	8	9
10	11 Week 7 ▶ 12*		13	14	15	16
17	18 Week 8 ▶ 19*		20 PWA Expo	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019

S	M	T	W	Th	F	S
	1 Week 9 ▶ 2*		3	4	5 GRD	6
7	8 Week 10 ▶ 9*		10	11	12	13
14	15	16*	17	18 ACE Luncheon	19	20
21	22 Week 11 ▶ 23*		24	25	26	27
28	29	30*				

MAY 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6 Finale ▶ 7* MT		8 ACE board	9	10	11
12	13	14*	15	16 Mentor Appreciation	17	18
19	20	21*	22	23	24	25
26	X	28	29	30	31	

JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	Last day of school ▶ 7 END GRD	8
9	10 PLAN	11 PLAN	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019

S	M	T	W	Th	F	S
				X		
	1	2	3		5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*IN THE EVENT OF INCLEMENT WEATHER, ACE WILL REFER TO PORTLAND PUBLIC SCHOOLS' CLOSURES.

MENTORS

Mentor Mixer: November 1
Mentor Confirmations Due: November 9
Captains Orientation: November 29
Mentors Orientation: December 4 & 6
Mentor Appreciation Night: May 16

Tuesday teams	Mentors only	ALL
Thursday teams	ACE board	No School