

ACE MENTOR PROGRAM OF GREATER NY

2023-2024 Mentor Guide



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 GNY. 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 ACE GNY 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.

TEAM STRUCTURE

Teams are comprised of 25-30 high school students, ranging in grade level and background familiarity of the field. Teams are led by 10-15 mentors from different firms and disciplines.

Each team must have representation of Architects, Civil/Structural Engineers, Mechanical/Electrical/Plumbing Engineers, and Construction Managers. Teams are led by 2-4 Team Leaders, who develop a curriculum for the season and work with mentors to create a supportive learning environment for students.

Teams meet from early November through May, meeting once weekly or bi-weekly for 1-2 hours. ACE GNY operates on the New York City Department of Education school calendar.

MENTOR INFORMATION

Admin/Logistics

- All mentors are required to register on the ACE GNY website (acementorny.org) each program year and complete the online mentor training.
- All mentors must complete a full criminal background check (paid for by ACE GNY) every three years in order to mentor.

Time Commitment

- Meetings: Attend team's scheduled sessions weekly or biweekly.
 - **Mentors are expected to attend at least 60% of their team's meetings.**
- Prep Time: 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.

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 with other mentors to demonstrate how the different industry disciplines must collaborate to design and build a project.
- Guide the students through the design and development of a team project.
- Conduct field trips to other offices, construction sites, showrooms, etc.
- Advise students about college, requirements for entering ACE fields, and career options.
- Help students apply for ACE GNY scholarship, write letters of recommendation, offer college application and portfolio reviews.

Resources Available

- Pre-recorded introductory resources that cover the core ACE GNY disciplines.
- Monthly ACE GNY Newsletters highlighting best practices and advice throughout the season.
- Webinars and online mentor trainings.
- Professional development events for all mentors.
- Annual summer ACE GNY mentor appreciation event (Mentor Summer Social).
- Mentor community of over 600 individuals with whom to network.
- Support from ACE GNY Staff throughout the season.

FURTHER OPPORTUNITIES

ACE GNY offers many avenues through which individuals and firms can support the organization's mission beyond mentoring on a team. Learn about some of these opportunities below:

Speakers Bureau

- An internal collection of industry professionals who are available as guest speakers for any ACE GNY team who is seeking support in one of the core ACE disciplines or a specialized profession (acoustical engineering, sustainability, etc.).
- As a guest speaker, you will:
 - Give a presentation on your profession to the ACE GNY team(s) you have been connected with, virtually or in-person;
 - Organize and oversee a hands-on activity related to your profession for the ACE GNY team(s) you have been connected with, in-person;
 - Attend a max of 2 ACE GNY sessions this program year.

Alumni Mentoring

- One-on-one mentoring of an ACE GNY Alumni to support their college journey and entrance into the industry. There are opportunities to mentor incoming college freshmen for all four years or Alumni who are recent college grads/seniors about to graduate for two years.
- As an Alumni Mentor, you will:
 - Check-in with your mentee via email, phone, or video call once a month and offer support relating to college, internships, career paths, etc.;
 - Offer to check their resume, portfolio, etc. in preparation for internships and job applications;
 - Communicate with ACE GNY if extra support is needed.

While we hope you participate with ACE GNY through the opportunities above, there are other ways to get involved, including supporting us at one of our fundraising events. If you have other ideas on how to partner with us to accomplish our program's mission, please reach out.

IMPACT OF MENTORSHIP

"ACE GNY taught me many real world situations that high school does not truly prepare you for... **Being able to join my mentors as they teach us how they go about their careers and how they work day to day is an experience that is unmatched.**"

- Alumni

"ACE has been a great experience. Not only are we helping young students understand our industry and getting them excited about engineering, **I myself find that I have learned a lot from our other very skilled mentors.**"

- Mentor

"This program made me realize that I could actually have a career in either architecture or design. **Before this I didn't know anyone who had a job that I was interested in like this.** My mentors opened up my mind to many different opportunities and I'm so happy that I'm a part of it."

- Alumni

"I believe that ACE is one of the most important--if not THE most important--organizations for promoting the importance of career development in the construction industry..."

Mentoring has allowed me to, in a "hands on" way, contribute to the continuing effort to build a pool of talent that is essential to the success of our industry as we move forward."

- Mentor

2022-23 PROGRAM STATS

1,500+ Student Participants

*Engaged from over 320 high schools in New York City,
Long Island, Westchester, and Rockland County.*

600+ Mentors

*Registered from over 130 architecture, engineering,
and construction management firms.*

45 Teams

*Each team consists of a mix of mentors from across the
design and construction industry and 25-30 students.*

\$160,000+ in Scholarships

*Awarded to graduating seniors to pursue a college
pathway in design and construction.*

LEARN MORE

ACE GNY Staff are happy to speak with you and your firm about getting involved in mentorship.

Contact us at the information below to get started!

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Email: GreaterNY@acementor.org

Phone: 646-757-5829

www.acementorny.org

