PACE/NECC Transfer Alumni Mentoring Program

Information and Guidelines For Mentors and Mentees
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What is PACE? What is TRiO?

PACE stands for Pathways to Academic and Career Excellence and is a program at Northern Essex that serves 250 eligible students each year.

PACE is one of about 2,800 federal TRiO Programs operating at schools and colleges across the United States.

TRiO Programs are educational opportunity outreach programs designed to motivate and support eligible students.

PACE provides support services for eligible students:
- Student Success Seminars – in person and online
- Individualized transfer assistance/advising
- Field trips to 4-year colleges and cultural sites
- Alumni Mentoring Program
- Assistance discovering strengths
- Assistance identifying/applying for scholarships

Alumni Mentoring Program – Overview

The PACE Alumni Mentoring Program seeks to build relationships between Northern Essex Community College Alumni and current PACE Program students. Through the Mentoring relationship, students can gain knowledge that alumni have learned through their own educational, career, and life experiences.

Matches of students and alumni are made by PACE Program staff, with assistance from the NECC Alumni Office. Generally, students are matched with alumni who have transferred and/or graduated from the 4-year college the student hopes to attend OR is working in a career field that the student hopes to pursue.

Guidelines for Mentors

- Communicate with your mentee in-person, by phone or through email at least once per month for the academic year.
- Share your educational, career and life experiences with your mentee. Strive to give your mentee a realistic view of what your experiences have been.
- Encourage and support your mentee in finding their pathway.
- Be a good listener.
- Consider inviting your mentee to your workplace.
- Contact the PACE Program if any issue or concern arises.
- Complete a brief evaluation at the end of the academic year
- Have fun!
Guidelines for Mentees

- Communicate with your mentor in-person, by phone or through email at least once per month for the academic year.
- Respect your mentor’s time and schedule by keeping appointments, being prepared, and saying thank you. Respond to phone calls and emails promptly.
- Be a good listener.
- Keep a brief log of meeting dates and topics discussed – PACE will be following up with you on a regular basis to ensure progress. You will receive credit for your participation in the PACE Program. Completed logs MUST be turned in at the end of each semester.
- Contact the PACE Program if any issue or concern arises.
- Complete a brief evaluation at the end of the academic year.
- Have fun!

Fostering Your Mentoring Relationship

- R.E.S.P.E.C.T.
  - Please be mindful of each other’s schedules and other commitments, while at the same time making a commitment to touch base with each other once per month.
  - Keep appointments and be prepared to engage with each other during meeting times.
  - Respond to phone calls and emails promptly.

Possible Topics of Discussion

Mentors and Mentees should feel free to discuss the topics that are most interesting and relevant to their particular situations. However, the following list of topics has been provided to give you some ideas and to get the conversation started. Parts of this list were adapted from St. Joseph’s College Mentoring Program (http://www.sjcny.edu/Alumni/Alumni-Mentoring-Program/264/)

Getting to Know Each Other

- What is your background?
- Describe your education and career path. How did you get to be where you are today?
- Why did you choose your 4-year college and/or career? Did someone/something significant impact your choice?
- What do you find personally rewarding?
- What things do you find frustrating/disappointing?
- If you could go back and alter your choices, would you? Would you plan your education and career the same way? What would you do differently?
- If your job was suddenly eliminated, what other kinds of work would you do?
Transfer

- What was the most surprising part of your transition from a community college to a 4-year college?
- What do you know now that you wish you knew then?
- What advice do you have for someone trying to transfer?
- What do you see as the biggest challenge transfer students face?
- Did you live on or off-campus? What are the pros and cons of each?
- What was your favorite class at the 4-year college? Why?
- Did you get involved with any campus organizations or activities?
- How did you choose the college you decided to transfer to?

Education & Preparation

- How much formal education is required in your field?
- What are the important characteristics/traits for someone entering this field?
- What kind of experience do employers want? How can I get it?
- What kinds of extracurricular activities, volunteer experiences, or part-time employment would be helpful?
- Are there minors/electives/specializations that would be helpful?
- What are the most important skills someone needs to be successful in this field?
- Do you have suggestions on how to prepare for an interview?

Working Conditions

- Could you describe your organization? (its goal, size, structure, etc)
- What are the entry level positions in your field? What is a typical starting salary?
- How many hours per week do you work?
- What other things are expected of you outside working hours?
- What is a typical day on the job like for you?
- What are the most satisfying and most frustrating parts of your work?
- In what ways is your work stressful?

Industry and Advancement

- How has the field changed since you started your career?
- What are the trends and challenges that you see in the future of this field?
- What is a major challenge you face today?
- What is the job market like for this field?
- What are the opportunities for advancement?
Networking

➢ How did you find your first job after graduation?
➢ What avenues did you explore to identify openings in your field?
➢ What role does networking play in your field?
➢ What professional organizations are useful to belong to in this field?
➢ What reading materials can you suggest that might be useful?

Other Possible Questions You May Have:

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PACE Program Contact Information

Kristen Arnold facilitates the PACE/NECC Transfer Alumni Mentoring Program. Please feel free to contact her at any time regarding questions or concerns that may arise.

Kristen Arnold, PACE Transfer Advisor
Haverhill Campus – Behrakis One-Stop Student Center, Cube 3
978-556-3418
karnold@necc.mass.edu
PACE Transfer/NECC Alumni Mentoring Program

Communication Log

Student Name: ____________________________________________

Mentor Name: ____________________________________________

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<th>Date</th>
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*Please contact the PACE Program for additional Communication Log worksheets.*