



Y3

Prepared by Project
Tech Conferences

MENTORSHIP

Program Overview and Guide

OCTOBER 2021 - JUNE 2022

PROGRAM DESCRIPTION

Welcome to the Project Tech Conferences' **2021-2022 mentorship program!** On behalf of the entire executive team, we are so excited to continue this program!

The program is designed to match high school students with a university mentor. Due to COVID-19, many on-campus and school visits have been cancelled, and we would like to connect the gap and help high school students learn more about different academic and extracurricular opportunities at post-secondary institutions. **Mentoring qualifies for community service hours;** mentors should track their hours and report total hours at the end of June via the feedback form.

*We will be sending out a Discord server link via email once you are accepted! **Please join the Discord server before the first session.***

EXPECTATIONS

MENTOR

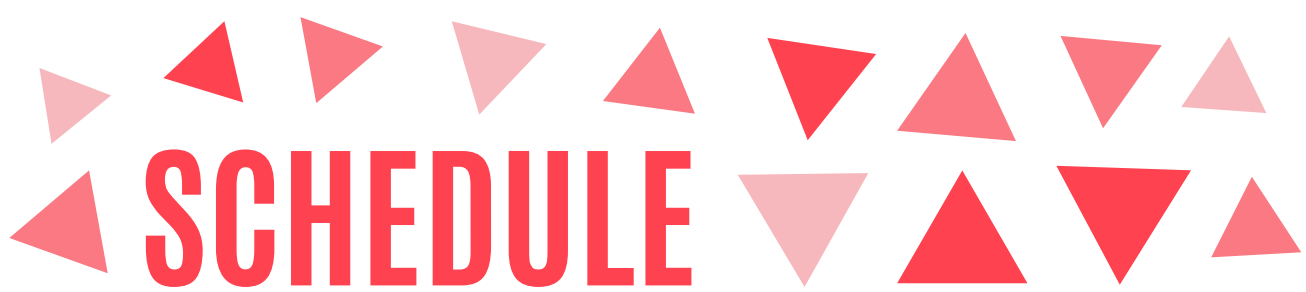
- Respect your mentee's time. Schedule as much as possible around their needs
- You may be paired with more than 1 mentee
- Try to avoid distractions such as phones when meeting with your mentee
- Provide suggestions, thoughts, ideas, and advice on goals, activities, and progress
- Provide and be open to feedback
- When providing feedback, be honest, yet tactful
- Always remember to use the proper tone

MENTEE

- Take the initiative in the relationship. Invite your mentor to meet with you, suggest topics to discuss, ask for what you need
- Bring questions, confusions, concerns, and problems. But also bring successes, alternatives, and ideas
- Scheduling in advance is highly recommended
- Don't expect your mentor to know everything or be able to help in every situation, but do check with your mentor early on when you need help
- Fill out the [reflection/feedback form](#) after each meeting

BOTH

- Always maintain confidentiality between one another
- Keep any commitments that are made
- When you meet, give each other your full and undivided attention (turn the cell phone to silent or mention your reasoning for leaving it on if necessary)
- Plan to be open and trying new things
- Build trust with one another by being open and honest



SCHEDULE

For our mentorship program, mentees and mentors are expected to **meet once per month** for the duration of the program (October through June). The mentor-mentee group can decide on a fixed schedule, or whatever day works best for them! The expectation is that the meeting will be latest before the last day of the month so that the mentee can fill out the retrospective reflection form for that month. We will also have exclusive events/panels throughout the year for mentors and mentees!

We have **set topics for each month** just to help get the conversation started and to help you along the process! However, these are just suggestions – feel free to deviate from the topic and discuss things that are helpful for you both. We encourage you to follow the set topic for at least half the meeting and feel free to segway on to other topics afterwards if you choose.

October - Match Making

The first call will allow **mentees to meet several mentors** and introduce themselves to one another! Mentees will be able to talk to several different possible mentors, figure out which ones they click with the best and pick a mentor. Likewise **mentors will be able to select several mentees** they would like to mentor throughout the year. These rankings will be done through google form and will be taken into consideration when making the mentorship groupings of **1 mentor with 2-3 mentees**.



POSSIBLE QUESTIONS

What are your career goals?

How do you like to balance your time with other commitments on top of studying?

What are some extracurriculars that you are involved in?

November - Introductory Call and Goal Setting

The first call will allow mentees and mentors to meet and introduce themselves to one another! You should take this time to **learn about each other, set goals, and clarify expectations and objectives**. Try and set a goal for either the next meeting or even for the duration of the program. Goals can range from deciding on your specialization, finishing a scholarship app, polishing your resume, or anything else!

POSSIBLE QUESTIONS

How has COVID-19 impacted the university experience?

How do you like to balance your time with other commitments on top of studying?

What is one piece of advice you wish you had when you were in my year? What are some things I should know to be successful in this program/university?

FOR THE NEXT MEETING

Finalize goals and send them to your mentor (via email!) (Optional)

Ask your mentor if they'd be willing to (but be respectful of their time!):

Look over your college application

Provide extra resources on different things you've talked about

Help revise your resume

Share your experiences and learnings in the feedback form

Finalize your next meeting time!

November - University Panel & Social

With high school, university applications and school life in full swing at this point in the year, we have a university panel and social planned for this meeting **for all mentors and mentees to attend**. All mentees will be able to ask different postsecondary questions to the panel of mentors. After the panel mentors and mentees will be split into breakout rooms to continue discussions or relax and play some games. Date and time will be determined closer to the event.

AFTER THIS EVENT

Talk about any updates on the goal you've set
Share your experiences and learnings in the feedback form

December - Time Management and Academic Strategies

The focus of this call can be about **academics and university-related topics** (this is just a suggestion—feel free to talk about anything!). With deadlines for end of term projects, exams, and university applications creeping in, this session is to equip our mentees with the tools to tackle all their work. You can also **take the time to review things like applications or resources that you both have gathered** from the past few months.

POSSIBLE QUESTIONS

What are some of the upper level labs, seminars, field work, technical projects, or assignments like at X university in Y major?
What are some clubs and organizations that you recommend joining?
What are your favourite things about the campus/are any cool places to study and work? Any course recommendations?
How did academics compare in university vs. in high school? How did you adjust?

FOR THE NEXT MEETING

Talk about any updates on the goal you've set
Share your experiences and learnings in the feedback form
Finalize your next meeting time!

January - Co-Op and Industry

The topics of this call can be anything ranging from learning about the co-op/work term programs at the university to the mentor's experiences in the industry as a whole! Take this time to **learn about the possible careers in the field you're interested in and opportunities to kick-start your career!** For mentors—definitely take the time to share any resources you've gathered.

POSSIBLE QUESTIONS

- What is the co-op/work term program like in your school?
- What are the prerequisites/application process like?
- What is the program structure (how frequent is a work-term, is there a job board, co-op vs summer internships, etc.)
- What is it like working in the industry?
- How did you navigate the recruiting process for co-ops/internships?
- Any advice for job search as a 1st year undergrad student?
- What are the possible careers in this field?

FOR THE NEXT MEETING

- Talk about any updates on the goal you've set
- Share your experiences and learnings in the feedback form
- Finalize your next meeting time!

February - Getting Involved

The focus of this call should be to **discuss getting involved in high school/university or even life in general**. Whether it be joining a club, playing an intramural sport, being part of a design team or volunteering around campus please use this session to talk about how being active on campus/high school amplifies your school experience.

POSSIBLE QUESTIONS

- What kinds of clubs/activities are you involved in?
- Are there any inter school competitions that you're involved in?
- How did you navigate the application process for these extracurriculars?
- What's your favourite part of being in these extracurriculars?

FOR THE NEXT MEETING

- Talk about any updates on the goal you've set
- Share your experiences and learnings in the feedback form
- Finalize your next meeting time!

March - Applications of Technology in Other Fields & Applications of Other Fields in Technology

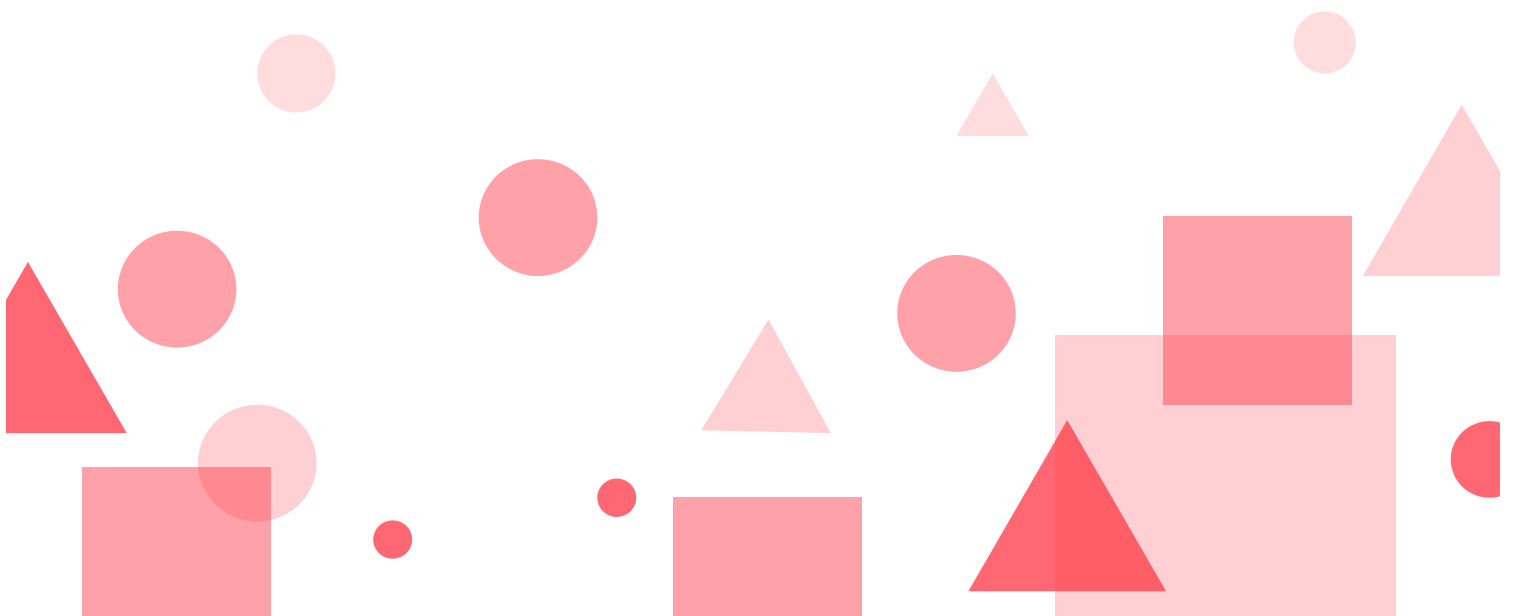
This session will be focused on the **intersection of other fields in technology and technology in other fields**. From social computing to fintech and even biotechnology please use this session to discuss where you think technology will lead us in the future and what fields you're most interested in seeing grow and expand through the development of new technologies.

POSSIBLE QUESTIONS

- What intersection of technology is most important to you?
- What field do you think is going to benefit the most from developing technologies?
- Will the future of AI offer human companionship and mental health benefits?

FOR THE NEXT MEETING

- Talk about any updates on the goal you've set
- Share your experiences and learnings in the feedback form
- Finalize your next meeting time!



April - How to Unwind & Work/Life Balance

This session will be focused on **how to balance work and life**. Use this session to share tips on how to stay physically and mentally well throughout the school year.

POSSIBLE QUESTIONS

What is your favourite way to unwind after a stressful day?
How do you find balance in your life?
Is there anything in your daily routine that keeps you mentally/physically strong?

FOR THE NEXT MEETING

Talk about any updates on the goal you've set
Share your experiences and learnings in the feedback form
Finalize your next meeting time!

May - Advice for High School Students and Ways to Connect Beyond the Mentorship Session

This will be the second last meeting for our mentorship program! Take this time to **reflect on your goals** that you've set and **what you've learned** throughout your time in the program. Even though the program itself is over, you don't have to lose touch! If you are both willing to, definitely keep in touch and keep each other in the loop!

POSSIBLE QUESTIONS

What are some things you wish you knew before going to university?
Anything you would have done differently in high school?
Last piece of advice you would like to share?
Are there any other people that you recommend me to chat with to learn more about X?

FOR THE NEXT MEETING

Talk about any updates on the goal you've set
Share your experiences and learnings in the feedback form
Finalize your next meeting time!

June - University Essentials & Final Preparations

This session will be the last of our program. In this meeting we encourage you to **go over the MUST KNOWS for university**, dorm musts, campus do's and don'ts and other tips for first year students. If the mentee isn't going to university this year use this session to create some goals for the upcoming school year!

POSSIBLE QUESTIONS

What should I bring with me to school? Best way to make friends?
How do I find where my classes are?

FOR THE NEXT MEETING

Continue reaching out and maintain relationship beyond the program. Have a plan for keeping in touch, whether that be monthly email updates or just the occasional meeting
Share your experiences and learnings in the feedback form