

ACTWS Professional Connections Program Overview

Program A: Community Blog

Time Commitment: 10-20 minutes per month.

Contribute your perspective to discussions taking place within the ACTWS community.

As a contributor, you'll have the opportunity to weigh in on conversations, share your experiences, and provide insights from your unique professional background. The goal is to expose students and members to a diversity of perspectives across sectors, disciplines, career stages, and areas of expertise.

A prompt to participate will be sent once per month. Participation is completely optional, and you can choose to respond only to topics that interest you or align with your experience.

Program B: Professional Office Hours

Time Commitment: 20-minute conversations. Mentors set their own availability and participation level.

This program is designed for students or early-career professionals who are still exploring career paths, learning about different sectors, or looking to expand their professional network. The goal is to provide accessible career exposure, networking opportunities, and informal mentorship conversations.

This would function as a largely self-sustaining system requiring minimal administrative support after the initial setup.

ACTWS Responsibilities

The ACTWS would check-in with mentors and mentees every 6 months. The ACTWS would create and maintain mentor profile pages containing:

- Professional bio
- Job title and organization
- Mentorship areas of expertise
- Employment sector
- Booking link
- Virtual or in-person availability (location if in-person)
- Office hour notes or availability details

Mentor Responsibilities

Each professional mentor would:

- Create a Google Calendar Appointment Schedule. [Instructions and recommendations here.](#)
- Set and manage their own availability
- Update availability as needed

To reduce time commitments and simplify participation, mentors could be encouraged to offer a recurring monthly office hour session.

Once the mentor provides their Google Calendar Appointment Schedule link, the ACTWS embeds it directly into their mentor profile page. Mentees can then independently book available timeslots.

During booking, mentees could indicate:

- Topics they would like to discuss
- Career interests
- Questions or goals for the meeting

This structure creates a low-barrier, scalable mentorship opportunity that supports many students while respecting professionals' time constraints.

Program C: Long-Term Mentorship Program

Time Commitment: Approximately 1 hour per month for 6 months.

This program is designed for mentees with clearer career goals who are seeking deeper professional relationships and more structured guidance.

Program Structure

- Six-month mentorship commitment
- Minimum expectation of one one-hour meeting per month
- Focus on long-term professional development, career planning, and skill-building
- Meetings may be virtual or in-person depending on location, availability, and preference

Matching Process

Mentees would complete submission forms outlining:

- Career interests
- Areas of expertise
- Professional goals

- Preferred sectors or specialties
- Communication preferences

The ACTWS would use AI-assisted matching tools to compare mentor and mentee submissions and identify strong potential matches. The Membership Committee would then review and validate matches before participants are connected.

Ongoing Support

- Rolling intake and matching based on mentor availability and compatibility
- Initial check-in after the first meeting to ensure the match is working well
- Optional mid-program and end-of-program feedback surveys

This program would provide more meaningful long-term mentorship opportunities while keeping administrative demands manageable through AI-assisted matching and rolling enrollment.