Concord-Carlisle
Community Connections

Student mentorships at work

Guide for Student Engagement

- **Introduction:** Welcome to the Concord-Carlisle Community Connections (CCCC) program and thank you for your participation. It is our hope that you will find this offering useful to you in developing an improved understanding of the world outside the high school classroom, including the many activities pursued by business and other professional organizations and individuals to make the wider community a better place to live and work, and the importance of perseverance, determination, and personal effort in achieving personal and professional goals.

- **Mentor Assignments:** Although we have been unable to accommodate desired student preferences for a mentor placement in every instance, we have made our best effort to assign you to a mentor in a specific field if you made such a request. In any event, please do know that any connection with a mentor is always an opportunity for you to establish a community contact who can be very helpful to you in various ways, now and perhaps in the future.

  The engagement with a mentor is designed to expose you to notions of the importance of teamwork and collaboration, developing interpersonal and problem-solving skills, building personal networks, the need for personal interaction in the workplace, and appreciating human differences, among other teachings. The connection is also expected to provide for an *intergenerational exchange* of ideas and life experiences, and you all have much to teach your mentors. Please feel comfortable in seizing the opportunity to share the considerable knowledge you possess.

- **Meeting Expectations and Scheduling:** To be considered to have successfully completed the program, students are *required* to complete 8-10 hours of meeting time with their mentors, broken into 4-5 approximately equal sessions spread over the course of the semester. The mentor may take the opportunity to work with you during the initial session to create a preliminary and mutually acceptable schedule of meeting times, typically between 3:00 p.m. and 5:00 p.m. on school days, with 4-5 sessions in the period from late January through the Sunday before the final event in May (usually the second Sunday in May). However, if you have multiple back-to-back free periods that can accommodate a session (factoring in your travel time to and from the session), and an earlier time is helpful for both you and your mentor, you are free to schedule your sessions during school time. *We have asked mentors to consider with you a preliminary scheduling of meetings when you first meet, taking into consideration other commitments you may have*. Under no circumstances are students permitted to miss regularly scheduled classes to attend a mentoring session.

Please be attentive to the following expectations for contact and scheduling with your mentor:

- Students are required to take the lead in making the introductory contact with their assigned mentor at any time after the match notice is received by the student, but no later than **Friday, February 14, 2025**. Suggested scripts for making a phone call or writing an email to the mentor will be provided at the student orientation.

- When either the student or the mentor make a request for scheduling a session, the recipient of the request should respond within 48 hours.

- **Discussion Material:** The accompanying document, "Possible Discussion Topics for Mentors and Students," is provided to you and your mentor to stimulate discussion and conversation regarding some of the desired teachings of the program. We have asked mentors to cover the initial topic, Introductions/Getting to Know One Another/Discussion of Topical Interests, in any event. The remaining six topics are offered for mentor and student consideration, but only if they are relevant to your interests. You and your mentor are free to select other topical material.

- **Meeting Locations:** Mentoring sessions typically will be held at the mentor's office, though retired mentors may choose to meet you at a suitable location in the community. Due to the ongoing COVID-19 pandemic, meetings may also occur via video-conferencing, if mutually agreed upon by the mentor and the mentee.

- **Punctuality and Attendance:** You should arrive promptly for each scheduled session, recognizing that the mentors have set aside a scheduled time for you. If you should need to postpone a session due to sickness or other unexpected conflict, please let the mentor know as soon as possible, such that a rescheduled time may be set. Since you will be granted academic credit for successful completion of the program, you will be asked to report individual hours completed after each session, by way of a Google form, with such hours confirmed by your mentor. Further details for hours reporting will be provided at the student orientation in January.

- **Selected Student Takeaways:** The program seeks to have you be able to develop further an ability to engage in constructive dialogue with adults, and to find such discussions useful, relevant, enlightening, and rewarding. The following suggestions are offered for your engagement in the discussion process:

    - Display curiosity and inquisitiveness; ask questions. Mentors will appreciate these traits.

    - Self-expression is always welcome.

    - Your active, constructive engagement in the mentoring process will allow you to maximize what you learn from your participation and will allow you to demonstrate your understanding of what mentors have been asked to share with you.

    - This is a learning exercise. You should not hesitate to ask questions if you do not understand a particular concept or subject.

- **Bookmarking:** At the end of each session, in preparation for the succeeding session, we suggest that students and mentors identify those issues and discussion points that may need additional attention

before the end of the current session or at the beginning of the succeeding session. Before each session is concluded, please be alert to and share with your mentor items for which you may wish to have further clarification.

- **Academic Credit for Program Completion:** You are graded on a pass/fail basis with 1.25 semester hours and a "Pass" grade awarded to students successfully completing a minimum of 8-10 hours of meeting time, attendance at the student orientation in January, attendance at the end-of-program event in May, and the submission of a program evaluation. Students enrolling but not completing these program requirements forfeit academic credit and will receive a "Fail" grade.

- **Final Event:** On Monday evening, **May 12, 2025,** at 7:00 p.m. at CCHS, the program will have an end-of-program wrap-up event for students and mentors at the high school, allowing you and your mentor to share reflections on your experiences, and what you both have learned through participation in the program. You and your parents and others from the community will be invited to this event.

- **Questions:** Should you have any questions at any time, your primary contact at CCHS for the duration of the program is Mr. Wells, Program Coordinator (swells@concordcarlisle.org).

WE EXTEND OUR BEST WISHES TO OUR STUDENT PARTICIPANTS FOR AN EDUCATIONAL AND REWARDING EXPERIENCE.

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