



# Competitive Employment Opportunities

2016

# CEO Program Mentor Manual

Division of Specialized Instruction  
Transition Team

## **Competitive Employment Opportunities (CEO) Program Mission**

We teach students with disabilities tenacity, poise and initiative to position them for paid internships in their fields of interest.

## Table of Contents

I. Welcome to the CEO Program .....	4
II. Mentor Requirements.....	5
A. DCPS CEO Program Mentor Application .....	5
B. DCPS Volunteer Clearance .....	5
C. Orientation .....	6
D. CEO Program Kickoff Celebration .....	6
E. Career Focused Project Sessions and Project Presentations.....	6
F. Summer Work Kickoff Celebration.....	7
G. Summer Work.....	7
III. CEO Program Rules for Interns, and Expectations for Mentors .....	9
A. Rules for Interns.....	9
C. CEO Curriculum Character Strengths: Tenacity, Poise, Initiative .....	9
B. Policies for Mentors .....	10
C. Expectations for Mentors .....	11

## I. Welcome to the CEO Program

It's so wonderful to have you with us as a CEO mentor. Every CEO Program year, we're astounded by the generosity, wisdom and collective impact of our mentor corps. This year is no different, and we are excited to get underway with CEO's fourth year. Since CEO started three years ago, it has created 65 paid internships for students with disabilities. We have partnered with 20 organizations and agencies in the DMV area, and worked with 43 different mentors within them. This year, we have a number of mentors returning for their second, third, and even fourth year of mentoring. We also have some news faces. Whether you're mentoring for the first time or returning for year four, we extend our warmest welcome and appreciation.

Our CEO mentors commit to a Program Kickoff (where they meet their intern for the first time), eight "Career-Focused Project Sessions," a Summer Work Kickoff celebration, and hosting their intern for an 80-hour summertime internship. Throughout each component, our staff is here to offer support and guidance. We are hands-on and personalized in our approach to mentor and intern support.

This manual explains all of the information that is relevant to our mentors, and launches into some details about each segment of the program. Of course, always feel free to follow up directly with us if you have more specific questions about anything contained here.

Again, thank you for your commitment and welcome to the CEO Program.

Sincerely,

Sean, Montrel and Ashlie

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## II. Mentor Requirements

### A. DCPS CEO Program Mentor Application

- All mentors must complete a mentor application by visiting [dcpsceo.com](http://dcpsceo.com) and clicking on “Become a Mentor” on the home page. The “Mentor Application” is then available on the left side of the page. The completed mentor applications are used to assist us during our pairing process. We strive to align mentors’ roles and responsibilities in the workplace with interns’ interests and passions.

### B. DCPS Volunteer Clearance

- All mentors must complete the mandatory DCPS background check and volunteer clearance process. The volunteer clearance and background check screens for individuals with dangerous criminal histories and/or active tuberculosis. The following must take place in order to complete the volunteer clearance and background check process.
  - All mentors must have proof of a negative tuberculosis (TB) test taken within 12 months of volunteering, or a chest x-ray from the past 5 years. Mentors must bring a copy of these results to the DCPS office before or during fingerprinting.
  - All mentors must come to our office for fingerprinting with a state issued photo ID. Fingerprinting is done on a walk-in basis from 8:30 AM to 3:30 PM on any day of the week at 1200 First Street NE, Washington, DC 20002, 10<sup>th</sup> floor. The fingerprinting process includes a short paperwork component that will require you to divulge your social security number.  
  
*\*If you have an active secret or top-secret federal security clearance, you will not need to be fingerprinted, but you will have to complete a short exemption form.*

### **C. Orientation**

Mentors are required to attend Mentor Orientation on January 4<sup>th</sup>, 2016, from 6:00 – 7:00 PM at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

### **D. CEO Program Kickoff Celebration**

Mentors are required to attend the CEO Program Kickoff Celebration. At the Kickoff, mentors will meet their interns and have a chance to mingle with other interns, teachers and family members. The CEO Program Kickoff Celebration takes place Tuesday, January 12, from 6:00 - 7:30PM at *School Without Walls High School*, located at 2130 G Street NW. This is just a few blocks from the National Youth Transitions Center, where we host our other events. Light refreshments will be served at the Kickoff.

### **E. Career Focused Project Sessions and Project Presentations**

Mentors are required to attend all Career Focused Project Sessions in order to prepare their intern for a 5 - 10 minute presentation on a career-oriented topic of their choice to an audience consisting of their classmates, mentors, CEO Program staff, and community members. The Career Focused Project Sessions are an opportunity for mentors to collaborate with their interns on projects that develop the skills and/or knowledge necessary for success in their specific field. Please the CEO calendar at [dcpsceo.com](http://dcpsceo.com) for a full listing of these sessions.

- For Team Tuesday mentors, Career Focused Project Sessions take place every other Tuesday that school is in session, from 4:30PM – 6:00 PM, in the second floor classroom at the National Youth Transition Center (NYTC).
- For Team Thursday mentors, Career Focused Project Sessions take place every other Thursday that school is in session, from 4:30PM – 6:00 PM, in the second floor classroom at the National Youth Transition Center (NYTC).

During Career-Focused Project sessions, CEO staff is on hand to provide guidance and support as your intern builds out their project. We will do some facilitation to help jump-start the projects. We can also offer basic supplies (pens, paper, poster

board, art supplies), and can meet more specific requests if we're given advanced notice.

## **F. Summer Work Kickoff Celebration**

At the Summer Work Kickoff Celebration, interns will receive a certificate of achievement for completing their intern training classes. Other intern and mentor awards will also be presented. The Summer Work Kickoff Celebration will take place on Tuesday, June 7th from 6:00 PM –7:30 PM. The tentative location is School Without Walls High School, located at located at 2130 G Street NW. Dinner and refreshments will be served.

At this event, we also present awards to interns who presented the best Career-Focused Project, as well as an award for the "Mentor of the Year" and "Best New Partner of the Year."

## **G. Summer Work**

If an intern successfully completes all of the above requirements, he or she will be invited to intern at his or her mentor's office for 80 hours over the summer.

CEO staff provides hands-on, personalized support to each mentor to help define an appropriate schedule and set of tasks and opportunities for their intern over the summer. A set of resources will be provided to each mentor as they prepare for the summer internship. This process begins in April as we get closer to the summer.

- Mentors will be the interns' primary supervisor over the summer. If a mentor needs another staff member to be their intern's supervisor over the summer, they must first speak with the CEO Staff.
- Mentors should consider early on what steps will need to be completed for their intern to safely and easily access their workplace during the summer. However, CEO staff takes primary responsibility for ensuring each intern is equipped and knows how to reach their mentor's place of employment.

- Mentors should consider what space, supplies and supports will be available for their intern over the summer.
- CEO staff assists the student-interns with navigating public transportation to reach your place of work for their internship. We work closely with students to ensure they feel comfortable and are able to reach your place of work in timely fashion.
- All student-interns in CEO do sign a waiver that waives any possible claim against DCPS, its employees, volunteers, or our partner organizations (e.g. your employers) in the event of any student's injury or death.
  - Also know that in this program's three year history, across all of its 65 summer internships for students, we have never had to make use of the waiver.

### **III. CEO Program Rules for Interns, and Expectations for Mentors**

#### **A. Rules for Interns**

In managing intern behavior, the CEO Program abides by the DCPS Student Discipline Policy found in Chapter 25 of the DC Municipal Regulations. For your reference, the policy can be found in its entirety by visiting [dcps.gov / about DCPS / Strategic Documents / DCPS Policies / Chapter 25 – Student Discipline](http://dcps.gov/about-DCPS/Strategic-Documents/DCPS-Policies/Chapter-25-Student-Discipline).

CEO staff's rules for its student-interns are as follows:

1. Follow directions the first time they are given.
2. Use polite and respectful language.
3. Arrive on time, prepared, and ready to work.

Mentors are encouraged to model adherence to these rules while working with their interns at Career-Focused Project Sessions and summer internships.

#### **C. CEO Curriculum Character Strengths: Tenacity, Poise, Initiative**

This year, CEO staff will focus on developing three character strengths in program interns that are critical for professional success: tenacity, poise and initiative. We are heavily incorporating the tenacity, poise and initiative theme into the program's culture. Our objective in doing so is that students will understand that "professionalism" is about much more than wearing a tie and using a firm handshake. Professionals know how to be tenacious, develop their poise, and take initiative.

During Career-Focused Project sessions, you will probably hear CEO staff referring to tenacity, poise and initiative as we interact with students. Mentors are encouraged to bring these elements into their own conversations with students, and into the summer internships as well. Our objective is that students achieve a developed understanding of the application of tenacity, poise and initiative in the workplace.

## B. Policies for Mentors

### 1. Attendance and Make-Up Policy:

Mentors are expected to arrive on time. However, we understand that your professional and family obligations may occasionally conflict with your obligations to the CEO Program. If you are going to be late or absent to a session:

- Mentors should contact Sean Duling, as well as their intern, as far in advance as possible to let him or her know that he or she will not be able to attend a Career Focused Project Session.
- If a mentor misses a session, we strive to make up that session. Team Tuesday mentors can make up sessions on Thursdays and Thursday mentors can make up sessions on Tuesdays, if that is possible for both the student and the mentor.
- The most successful mentors, and the ones who develop the best relationships with their interns, are the ones who consistently attend Career Focused Project Sessions and who reliably communicate to their interns in advance about when they are going to be absent.

### 2. Mentor-Intern Contact Policy

- **In-Person Meetings:** Mentors should not meet their interns in person outside of regularly scheduled Career Focused Project Sessions or summer internship work hours.
- **Phone Calls and Text Messaging:** Mentors can choose whether or not to exchange personal phone numbers with their interns. It is our experience that interns are easiest to reach via cell phone and text message.
- **Email:** Mentors are expected to communicate with their interns via email throughout the duration of the CEO Program in order to encourage the development of email communication skills and etiquette.
- **Social Media:** We prefer that mentors do not connect with their interns on social media without first discussing the professional purpose of this connection with the CEO Program Manager.

### C. Expectations for Mentors

**Be Present:** Be physically present and mentally focused while with your intern.

**Be Professional:** Always model professional behavior for your intern.

**Be Confident and Enthusiastic:** Be confident in your own abilities as a mentor. Remember that, in the eyes of your intern, you are an expert in your field.

**Believe In Your Intern:** Believe that your intern can complete rigorous assignments. Encourage him or her to try new things and to do great work.

**Be Patient:** Each intern has different interpersonal skills and preferences, and each mentor-intern pair is different. Don't be discouraged if your intern seems withdrawn when you first meet him or her. Over time you will build a relationship that you are both comfortable with.

**Be Ability-Aware:** Each intern has different strengths, needs, preferences and weaknesses. Encourage your intern to be open about where they excel and what they enjoy, as well as where they need assistance. Model self-advocacy.