

2015

CEO Program Mentor Manual

Office of Specialized Instruction
Transition Team

Competitive Employment Opportunities (CEO) Program Mission

Our mission is to ensure that every DCPS student with a disability is exposed to the world of competitive employment, is prepared to join the workforce, and is inspired to strive for excellence.

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I. Welcome to the CEO Program

Thank you for choosing to participate in the CEO Program! Over the coming months, you will be instrumental in nurturing the mindsets, skills and habits that will enable our interns to become lifelong professionals. Our interns come from an applicant pool of over 150. Their passion, perseverance and genuine interest in exploring careers in competitive fields distinguished them from their peers. We are tremendously excited for you to begin the mentorship process with this select group of young people.

Starting in January, mentors will meet with their interns twice per month. Interns who complete all CEO Program requirements will then participate in an 80-hour summer internship at their mentors' places of employment. This work component of CEO gives the interns an opportunity to apply the mindsets, skills and habits they learn during their professional development trainings. It anchors our classroom trainings to direct application in the professional world.

This manual will be your guide to the CEO Program's mentor requirements and schedule, as well as our rules, policies, and expectations. It will answer most of your basic questions about the CEO Program.

Welcome to the CEO Program. We look forward to working with you and the CEO interns over the coming months.

Sincerely,

Raymond Hutchison and Sean Duling

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II. Mentor Requirements

A. DCPS CEO Program Mentor Application

- All mentors must complete a mentor application by visiting 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. Mentors must bring a copy of these results to our office before or during finger printing.
 - All mentors must come to our office for finger printing with a state issued photo ID. Fingerprinting is done on a walk-in basis from 9AM to 3:30PM on Tuesdays and Thursdays at 1200 First Street NE, Washington, DC 20002, 10th floor. The finger printing 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 7th, 2015, from 6:00 – 7:30pm 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 13, from 6:00 - 7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC), located at 2013 H Street NW. Dinner and refreshments will be served.

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. The CEO Program Teacher will provide on site support and direction to mentor/intern pairs throughout this process.

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

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 9th from 6:00PM –7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC), located at 2013 H Street NW. Dinner and refreshments will be served.

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.

- 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 Program Manager.
- 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.
- Mentors should consider what space, supplies and supports will be available for their intern over the summer.

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).

Mr. Duling's rules for the CEO Program are as follows:

Rules

1. Use Professional Communication at all times.
2. Follow directions the first time they are given.
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.

B. Policies for Mentors

1. Attendance and Make-Up Policy:

Mentors are always expected to arrive on time. However, we understand that your professional 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 the CEO Program Manager, 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, he or she must make up that session as soon as possible. Team Tuesday mentors can make up sessions on Thursdays and Thursday mentors can make up sessions on Tuesdays.
- 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.