

2014

CEO 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! Without you, we could never achieve our goal of improving interns' professional skills, confidence, and career savvy. You should be excited for the months ahead. You will be mentoring some of the most capable, dedicated, driven, and professional young people in the District of Columbia. We are excited to have you lead them on a journey of career exploration and professional skill building that will culminate in a summer internship for those mentees who successfully complete all CEO Program requirements.

This manual will be your guide to the CEO Program's mentor requirements and schedule, as well as our rules, policies, and expectations. It is designed as something for you to refer back to when you have questions about the program.

Welcome to the CEO Program, and we hope you are as excited as we are about everything you will help your mentees accomplish this semester, and in the summer ahead.

Sincerely,

Raymond Hutchison and Megan Johnson

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II. Mentor Requirements

A. DCPS CEO Program Memorandum of Agreement and Mentor Application

- Memorandum of Agreement (MOA): All partner organizations must sign a Memorandum of Agreement with the DCPS CEO Program. Please speak with Raymond Hutchison if your organization has not signed an MOA.
- Mentor Application: All mentors must complete a mentor application by logging on to <http://dcpsceo.com> and clicking Interested Mentors / Partners > Become a Mentor.

B. DCPS Volunteer Clearance

- All mentors must complete a volunteer application. Applications are available at <http://dcps.dc.gov> > Parents and Community > Volunteer in Our Schools.
- All mentors must complete a tuberculosis (TB) test.
 - The test must have been taken in the last 12 months, and the result must be negative.
- All mentors must be fingerprinted.*
 - Bring the volunteer application, TB test results, and a state issued photo ID to the DCPS Central Office at 1200 First St. NE, 10th floor.
 - Fingerprinting is done on a walk-in basis from 9AM to 3:30PM on Tuesdays and Thursdays.
 - Please contact Raymond Hutchison prior to your fingerprinting appointment.
 - *If you have an active secret or top secret federal security clearance, you do not need to be fingerprinted. Please complete a Federal Security Clearance Verification form. This form is available at <http://dcps.dc.gov> > Parents and Community > Volunteer in Our Schools. The volunteer application, TB test results, and Federal Security Clearance Verification form should be submitted to dcpsvolunteers@dc.gov.

C. Orientation

You are required to attend Mentor Orientation.

- For Team Tuesday mentors, Orientation takes place Monday, January 6, 2014 from 4:30PM – 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.
- For Team Thursday mentors, Orientation takes place Wednesday, January 8, 2014 from 4:30PM - 6:00PM in the second floor classroom at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

D. Intern Kick Off Celebration

You are required to attend the Intern Kick Off Celebration. You will meet your intern for the first time and begin to establish a relationship at this event. Refreshments will be provided.

- Intern Kick Off Celebration takes place Tuesday, January 14, from 6:00-7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

E. Career Focused Project Sessions and Project Presentations

You are required to attend all Career Focused Project Sessions and to prepare your intern to give a 5-10 minute presentation on their Career Focused Project to an audience consisting of their classmates, mentors, CEO Program staff. The Career Focused Project Sessions are opportunities to collaborate with your intern on a project that develops the skills and/or the knowledge necessary for success in your field. Ms. Johnson will provide help and direction as you work with your intern to complete your project.

At the end of each month except January, you will complete a performance evaluation that rates your intern's professionalism, participation, and performance during their Career Focused Project Sessions. You will receive a rubric to guide you through the rating process. Your evaluation will help determine whether your intern receives a performance-based pay increase, and

what the amount of that increase will be. If you have questions about the performance evaluation process, please ask Ms. Johnson.

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

Below is the schedule of Career Focused Project Sessions:

Date	Class #	Class Topic
Week of 1/27/14	CFP 1	CFP Session 1
Week of 2/10/14	CFP 2	CFP Session 2
Week of 2/24/14	CFP 3	CFP Session 3
Week of 3/10/14	CFP 4	CFP Session 4
Week of 3/24/14	CFP 5	CFP Session 5
Week of 4/7/14	CFP 6	CFP Session 6
Week of 4/28/14	CFP 7	CFP Session 7
Week of 5/12/14	CFP 8	CFP Presentation Rehearsal
Week of 5/19/14	CFP 9	CFP Presentations Day 1
Week of 5/26/14	CFP 10	CFP Presentations Day 2

Please make every effort to be present and on time for the regularly scheduled Career Focused Project Sessions. Being a consistent, reliable presence is necessary to establishing a strong relationship with your mentee. Being present and on time also teaches your student by example how professionals conduct themselves.

If you miss a Career Focused Project Session with your intern for any reason, you must make it up in person as soon as possible after the missed session. If you are a Team Tuesday mentor, you should plan to make up a missed session on the following Thursday or a Thursday thereafter. If you are a Team Thursday mentor, you should plan to make up a missed session on the following Tuesday or a Tuesday thereafter.

E. Professional Email Requirement

At the end of each Career Focused Project Session, you will work with your intern to help them complete their professional email requirement. They will draft and send an email to a person who works at your office. You should identify a person who is willing to receive and promptly respond to intern emails every week. Before you select that person, talk to your intern about his or her interests and career goals. If you can, select someone who can speak to those interests and/or goals.

You and your intern will be provided with a list of suggested topics for discussion in each email. You will also be provided with one highlighted business writing skill per session. You should help your student edit his or her email so that the highlighted writing skill for that session (for instance, capitalization) is perfect. Some students will require more support than others with writing and grammar. Please talk to Ms. Johnson if you would like to learn strategies to help support your student.

Your intern must send his or her professional email through a CEO Program Gmail account. You must be CC'ed on the email to your colleague. Ms. Johnson must also be CC'ed on the email.

G. ****Summer Work Kickoff****

If your intern successfully completes all of the above requirements, you will be invited to attend the Intern Training Kickoff Celebration with him or her. Your intern will receive a certificate of achievement for completing all intern training classes, and other awards will be presented as well. Refreshments will be provided.

- Summer Work Kickoff Celebration takes place Tuesday, June 3 from 6:00PM –7:30PM in the first floor meeting space at the National Youth Transition Center (NYTC), located at 2013 H Street NW.

H. ****80-Hour Summer Internship****

If your intern successfully completes all of the above requirements, he or she will be invited to intern at your office for 80 hours over the summer.

- You will be your intern's supervisor over the summer.
 - You will track your intern's time and report it to Ms. Johnson at the end of each week. Ms. Johnson will provide you with tools and guidance for time tracking.
 - If you need to arrange for another staff member in your organization to be your intern's supervisor over the summer, please speak with Raymond Hutchison.
- You should begin to consider now what steps your intern will need to complete to be able to enter and move about your building in the summer.
- You should begin to consider now what space your intern will work in over the summer.
- You should begin to consider now what supplies or supports your intern will need to work in your office over the summer.
 - Raymond Hutchison is available to discuss these issues with you and others at your organization.

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 at: <http://dcps.dc.gov> >About DCPS>Strategic Documents>DCPS Policies>Chapter 25 – Student Discipline.

Ms. Johnson’s rules for CEO Program intern training and internships are as follows:

Rules:

1. Respect yourself and others.
2. Arrive on time, prepared, and ready to work.
3. Follow directions the first time they are given.

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:

We expect attending the CEO Program and arriving on time to be one of your top priorities on the days of Career Focused Project Sessions.

- However, we understand that your professional obligations will occasionally conflict with your obligations to the CEO Program.
 - Please contact Raymond Hutchison as far in advance as possible to let him know that you will not be able to attend a Career Focused Project Session. Please also let your student know that you will not be able to attend because of professional obligations.
 - If you miss a Career Focused Project Session with your intern for any reason, you **MUST** make it up in person as soon as possible after the missed session.

- If you are a Team Tuesday mentor, you should plan to make up a missed session on the following Thursday or a Thursday thereafter.
- If you are a Team Thursday mentor, you should plan to make up a missed session on the following Tuesday or a Tuesday thereafter.

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 students in advance about when they are going to be absent.

2. Mentor-Intern Contact Policy

- **In-Person Meetings:** We expect that you will not meet with your intern in person outside of regularly scheduled Career Focused Project Sessions or summer internship work hours.
- **Phone Calls and Text Messaging:** You can choose whether to exchange work and/or personal phone numbers with your intern for the purposes of connecting by phone or text.
- **Email:** You must communicate with your intern by email in accordance with the requirements of the CEO Program. You can choose whether to communicate with your intern by email more frequently than required.
- **Social Media:** We expect that you will not connect with your intern on social media without first discussing the professional purpose of this connection with Raymond Hutchison.

C. Expectations for Mentors

- *Be Present*: Be physically present and mentally focused during your time with your intern.
- *Be Professional*: Model professional behavior for your intern. Don't be afraid to provide them with corrections to their behavior and professionalism!
- *Be Confident and Enthusiastic*: Be confident that you are a capable career mentor. Model confidence and enthusiasm for your intern by approaching challenging tasks with a can-do attitude.
- *Believe In Your Intern*: Believe that your intern can complete rigorous assignments. Push him or her to try new things and to do great work. Don't be afraid to provide your intern with constructive criticism!
- *Be Encouraging*: Compliment your intern when he or she demonstrates a positive and professional attitude, tries something new or difficult, or otherwise does good 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 abilities, disabilities, strengths, weaknesses, and preferences. Encourage your intern to be open about what they excel at or enjoy and what they need help with or dislike. Model self-advocacy by telling your student what you excel at or enjoy and what you need help with or dislike.
- *Ask Questions*: Don't be shy about asking Raymond or Ms. Johnson questions or providing them with suggestions about how to make the CEO Program better.
- *Be Inspiring*: Show your excitement for your work. Give your intern a reason to be excited about his or her future.