AFFILIATE VIRTUAL SESSION SERIES

2020 VIRTUAL PLANNING SERIES

01 FALL PLANNING

AUGUST 13, 2020

CAREER DIRECTIONS FOR STUDENTS IN ARCHITECTURE, CONSTRUCTION AND ENGINEERING

WELCOME AFFILIATES

- All attendees are in listen only mode for the presentation.
- This webinar is being recorded.
- We will do our best to answer your questions. We will compile the questions and will develop a FAQ document.
- Reach out to your RD with any additional questions or concerns.
- **THANK YOU!**

#acementorprogram

AGENDA

PLANNING FOR A VIRTUAL FALL

COMPLIANCE	**DIANA EIDENSHINK**
NATIONAL CURRICULUM CATALOG	**TIFFANY MILLNER**
SAMPLE CURRICULUMS	
ACE Raleigh, NC	**TZU CHEN**
ACE Greater Philadelphia	**MELISSA RAFFEL**
Q&A	**PAULETTE DALLAS**

COMPLIANCE

STUDENTS

- All students must be registered with a signed parent consent form.
- Attendance should be taken of the students to make sure they are all registered.

MENTORS

- All mentors must be registered with an approved background check.
- At least 2 mentors on every virtual session.
- Guest speaker must have an approved mentor involved at all times.
- All rules set out in the mentor training apply.

BEST PRACTICES

SESSIONS PLANNING

- Determine the **platform**
- Determine if the **whole affiliate or individual teams** (by previous team).
- Determine timing of sessions**: 1 vs. 2 hours** – consider shorter sessions
- **Set schedule** of sessions (decide if the schedule is for fall only).
- **Talk to school contact** – explain the plans for the affiliates and confirm with the school. Some schools are asking for ACE to be included during the school day.
- Live vs recorded sessions (using **a variety of formats** to be more interesting).
- Preset **agenda** with engaging and interactive activities.
- Present the **goal of the session** at the beginning of the meeting.
- Decide if 1 **consecutive project**/RFP vs. **standalone project** each session.

BEST PRACTICES

OFFER OFFICE HOURS

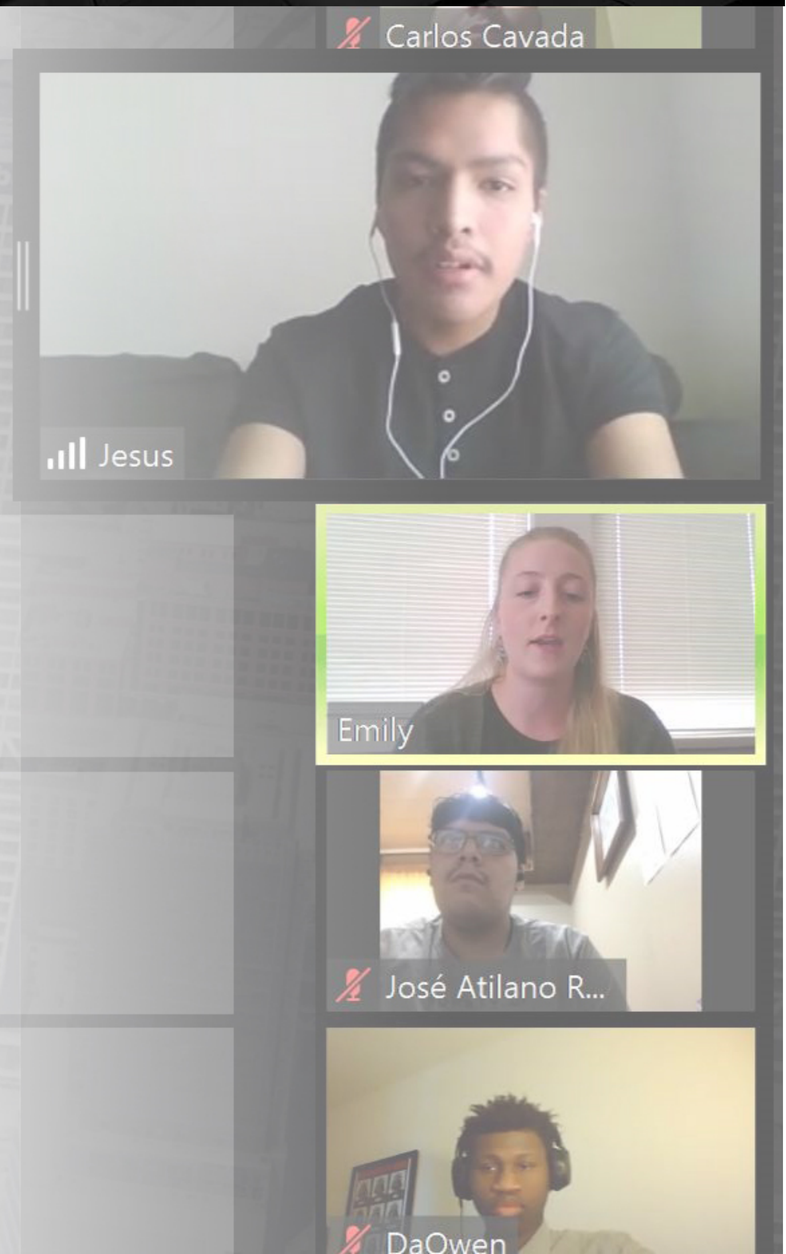
- Offer time for students to interact with mentors to give them time to ask questions
- Office hours can be used for more detailed career guidance
- Decide if hours will be organized by discipline, team or some other way
- Students may want more interaction with their mentors

BEST PRACTICES

STUDENT SURVEYS have given some insight on virtual meetings.

Here are the suggestions:

- Have **all attendees introduced** at the beginning of the meeting.
- Everyone should **use their camera** – feels more like an in-person meeting.
- Smaller meetings or **break out sessions**.
- Ask **Questions**
- Give **student(s) a role** in the meetings. (give assignment in advance)



NATIONAL RESOURCES

PLEASE VIEW VIDEO FOR:

10:04 NATIONAL RESOURCES

16:25 RALEIGH CURRICULUM

ACE360° ONLINE

CAREER EXPOSURE + PROFESSIONAL DEVELOPMENT ENRICHMENT

PROGRAM DEVELOPMENT

ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING
GREATER PHILADELPHIA

ACE360° PROJECT

ACE360° PROJECT ONLINE

CAREER EXPOSURE + PROFESSIONAL DEVELOPMENT ENRICHMENT

PROGRAM TIMELINE

- 6-Week Online Program
- 2 hours of career exposure and 1 hour of professional development per week
- 1.5 hours (suggested) of Virtual Office Hours per week

SESSIONS | FACILITATED BY INDUSTRY PROFESSIONALS

- Tuesday
  - 1 hour A/E/C Career Exposure session (i.e.: Architecture, Engineering, Construction, Skilled Trades)
- Wednesday
  - 1 hour Professional Development Enrichment session (i.e.: Networking, Resume Building, Interview Skills, Paychecks 101, Time Management)
- Thursday
  - 1 hour Virtual Tour (i.e.: Professional Office Spaces, Construction Sites)
- Outline
  - 20 min. Presentation, 20 min. Group Activity, 5 min. Independent Challenge, 15 min. Q&A/Discussion
  - Pre-recorded, Webinar, or Live (Zoom or other platform, recorded)

VIRTUAL OFFICE HOURS | FACILITATED BY ACE MENTORS

- Tuesday, Wednesday, Thursday
  - Suggested 30 minutes of open dialogue where students can ask questions, discuss session topics in further detail, present independent work for review, and develop student/mentor relationship

- ACE360 began as a collaboration with the Philadelphia School District
- COVID > move to virtual programming using ACE360 as template > ACE360 Online
- Designed as 6-week online program combining career exploration, professional development, and virtual office hours
- Currently 13 weeks of programming featuring Architecture, Engineering, Construction, Communication, & Interior Design firms
- Includes 1 week of ACE Alumni engagement

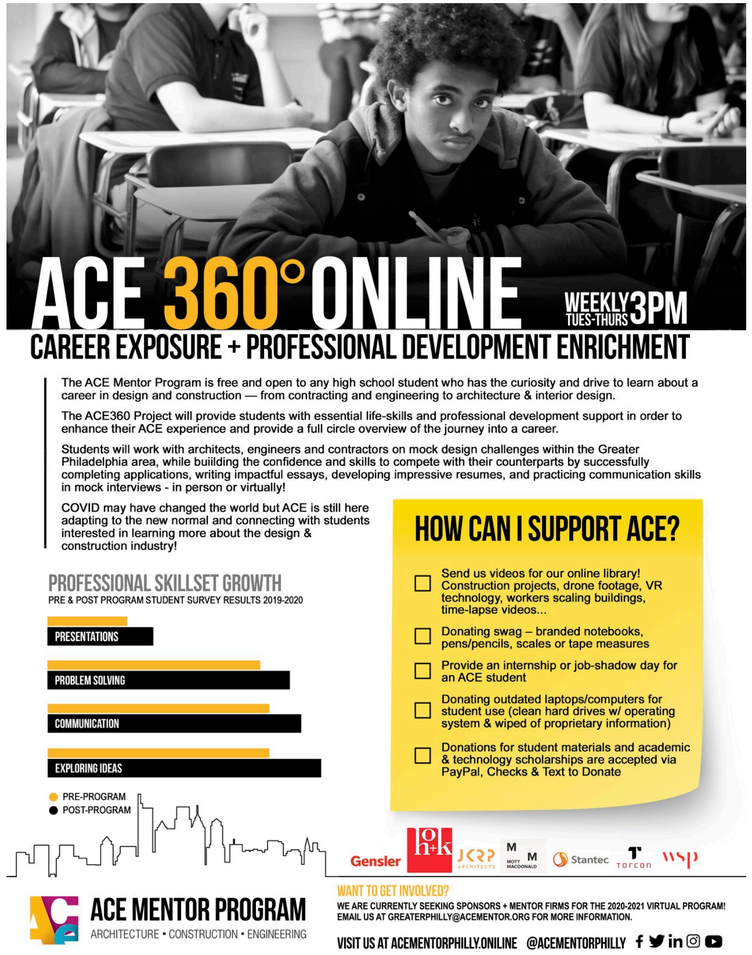
SCHEDULING

Oct 27-29, 2020	ACE360 Online Week 1	Engineering	Mott MacDonald
10/27/20	Tuesday	About the profession (engineering)	
		Virtual Office Hours	
10/28/20	Wednesday	Resume Development	
		Virtual Office Hours	
10/29/20	Thursday	Site Tour	
		Virtual Office Hours	
Nov 2 & 4-5, 2020	ACE360 Online Week 2	Architecture	Gensler
11/2/20	Monday	About the profession (architecture)	
		Virtual Office Hours	
11/4/20	Wednesday	Interview Techniques	
		Virtual Office Hours	
11/5/20	Thursday	Site Tour	
		Virtual Office Hours	

Jan 19-21, 2021	ACE360 Online Week 11	Engineering	Thornton Tomasetti
1/19/21	Tuesday	Alternative Structural Engineering: Blast Design, Forensics, Applied Sciences and Technology	
		Virtual Office Hours	
1/20/21	Wednesday	Leadership Styles and Motivating your Team	
		Virtual Office Hours	
1/21/21	Thursday	Notes/Sketching TuTOURial	
		Virtual Office Hours	
Jan 26-28, 2021	ACE 360 Online Week 12	Architecture	BCJ
1/26/21	Tuesday	TBD	
		Virtual Office Hours	
1/27/21	Wednesday	TBD	
		Virtual Office Hours	
1/28/21	Thursday	virtual construction site tour: University of Pennsylvania New College House West	

- Sessions held on Tuesday, Wednesday, Thursday 3:00 - 4:30PM > 1hr Webinars + 30min Virtual Office Hours
- Webinars = A/E/C Career Exploration, Professional Development, Site/Office Tours
- Live Virtual Office Hours = Discussions, Q&A, Activities
- Shared Smartsheet avoids redundancy in programming
- Affiliate-wide initiative > ALL registered students attend Webinars & Office Hours
- Attendance tracked through ACE database
- Minimum requirement to be marked active = 1 webinar + 2 office hours (2hrs./wk.)
- Students will receive syllabus detailing each week's session topics, presenters, and required materials
- Capability for mentors to host office hours for specific students upon request

CAREER EXPLORATION CURRICULUM



- Mentors determine session topics
- Delivery via Google Meet, Zoom, or other platform
- Support & guidance provided by Affiliate Directors
- Students receive an all-encompassing education to the design & construction industry
- Recorded 1-hour webinar; live 30min Virtual Office Hours
- No need to “reinvent the wheel”
- Hands-on activities are encouraged (group & independent)
- Mentor Firms who cannot host a week of programming can: share videos, donate swag or materials, sponsor material kits & scholarships

PROFESSIONAL DEVELOPMENT CURRICULUM

- Same format as Career Exploration (1h recorded webinar + 30m live Office Hours)
- Topics focus on soft-skills needed to succeed professionally post-high school (resume development, interview techniques, social media, professional etiquette, etc.)
- Hands-on activities & “homework” encouraged – draft resume, practice interview techniques, create business card, develop LinkedIn profile, etc.

THANK YOU!

We will start the Q&A now, please continue to use the chat feature in GoToWebinar dashboard.

We will compile the Q&A in a follow-up document with a link to the recording of today's session.