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
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
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

SECTIONS 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.
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)
PLEASE VIEW VIDEO FOR:

10:04 NATIONAL RESOURCES
16:25 RALEIGH CURRICULUM
ACE360° ONLINE
CAREER EXPOSURE + PROFESSIONAL DEVELOPMENT ENRICHMENT
Greater Philly

PROGRAM DEVELOPMENT

- 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**

- 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

<table>
<thead>
<tr>
<th>Oct 27-29, 2020</th>
<th>ACE360 Online Week 1</th>
<th>Engineering</th>
<th>Mott MacDonald</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27/20</td>
<td>Tuesday</td>
<td>About the profession (engineering) Virtual Office Hours</td>
<td></td>
</tr>
<tr>
<td>10/28/20</td>
<td>Wednesday</td>
<td>Resume Development Virtual Office Hours</td>
<td></td>
</tr>
<tr>
<td>10/29/20</td>
<td>Thursday</td>
<td>Site Tour Virtual Office Hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nov 2 &amp; 4-5, 2020</th>
<th>ACE360 Online Week 2</th>
<th>Architecture</th>
<th>Gensler</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/2/20</td>
<td>Monday</td>
<td>About the profession (architecture) Virtual Office Hours</td>
<td></td>
</tr>
<tr>
<td>11/4/20</td>
<td>Wednesday</td>
<td>Leadership Styles and Motivating your Team Virtual Office Hours</td>
<td></td>
</tr>
<tr>
<td>11/5/20</td>
<td>Thursday</td>
<td>Site Tour Virtual Office Hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jan 19-21, 2021</th>
<th>ACE360 Online Week 11</th>
<th>Engineering</th>
<th>Thornton Tomaesb</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19/21</td>
<td>Tuesday</td>
<td>Alternative Structural Engineering: Blast Design, Forensics, Applied Sciences and Technology Virtual Office Hours</td>
<td></td>
</tr>
<tr>
<td>1/20/21</td>
<td>Wednesday</td>
<td>Leadership Styles and Motivating your Team Virtual Office Hours</td>
<td></td>
</tr>
<tr>
<td>1/21/21</td>
<td>Thursday</td>
<td>Note-taking, sketching TuTOURial Virtual Office Hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jan 26-28, 2021</th>
<th>ACE 360 Online Week 12</th>
<th>Architecture</th>
<th>BCJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/26/21</td>
<td>Tuesday</td>
<td>TBD</td>
<td>Virtual Office Hours</td>
</tr>
<tr>
<td>1/27/21</td>
<td>Wednesday</td>
<td>TBD</td>
<td>Virtual Office Hours</td>
</tr>
<tr>
<td>1/28/21</td>
<td>Thursday</td>
<td>virtual construction site tour: University of Pennsylvania New College House West Virtual Office Hours</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.