



SUMMER WORKPLACE EXPERIENCE: LOCAL EXTERNSHIPS

CONTACT INFO@ACEMENTOR.ORG AND REGIONAL DIRECTOR IF YOU HAVE ADDITIONAL QUESTIONS

PROCEDURES/STEPS

1) AFFILIATE IDENTIFIES LOCAL OPPORTUNITIES



2) AFFILIATE ASSISTS STUDENT IN PLACEMENT



3) AFFILIATE REPORTS PLACEMENTS TO NATIONAL ON ONLINE EXCEL FILE

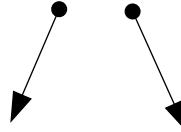


4) EMPLOYER HANDLES ALL ADMINISTRATION OF THE EXPERIENCE



5) ONCE EXTERNSHIP CONCLUDES, STUDENT TO COMPLETE **POST-SURVEY** SENT BY NATIONAL

ACE AFFILIATE/CHAPTER



LOCAL HOST COMPANY

FINALIZE DETAILS:
1) **START DATE**
2) **END DATE**
3) **LOCATION**
4) **MENTOR CONTACT**
5) **AFFILIATE TO ADD INFORMATION TO SHARED EXCEL FILE**



COMPANY MANAGES EXTERNSHIP

CONFIRM ACE STUDENT

IDENTIFY STUDENT

1) MUST BE REGISTERED IN DATABASE AS A CURRENT STUDENT OF ACE WITH CONSENT FORM ON FILE

2) MUST BE AVAILABLE TO COMPLETE THE EXPERIENCE DURING THE AGREED UPON PERIOD



AFFILIATE TO ADD STUDENT INFO TO: **ONLINE SHARED EXCEL FILE**
UNIQUE LINK WILL BE SENT BY MWORHEIDE@ACEMENTOR.ORG

ONCE COMPLETE: STUDENT WILL RECEIVE EMAIL FROM NATIONAL TO COMPLETE THE FOLLOWING:



REQUIRED STUDENT DOCUMENTS

PRE-SURVEY