



SUMMER WORKPLACE EXPERIENCE: NATIONAL SPONSOR EXTERNSHIP

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

PROCEDURES/STEPS

1) SPONSOR FIRM IDENTIFIES AVAILABLE OPPORTUNITIES AND REPORTS TO NATIONAL.



2) NATIONAL REPORTS THESE OPPORTUNITIES TO AFFILIATES.



3) AFFILIATE IDENTIFIES THE STUDENT FOR PLACEMENT.



4) AFFILIATE REPORTS PLACEMENTS TO NATIONAL.



5) AFFILIATE TO ADD STUDENT INFO TO SPREADSHEET. *LINK WILL BE SENT BY NATIONAL.*



6) SPONSOR FIRM HANDLES ALL ADMINISTRATION OF THE EXTERNSHIP. (TURNER AND GILBANE ADMINISTRATION AND PAYMENTS WILL BE)



7) ONCE EXTERNSHIP CONCLUDES. STUDENT TO COMPLETE **POST-SURVEY** SENT BY NATIONAL.

ACE AFFILIATE/CHAPTER



NATIONAL HOST COMPANY

CONFIRM ACE STUDENT

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

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