



# ACE MENTOR PROGRAM

ARCHITECTURE • CONSTRUCTION • ENGINEERING

## ACE MENTOR HIGH SCHOOL EXTERNSHIPS

ACE Mentor proudly offers summer workplace experiences to high school students who have completed at least one year of the traditional ACE Mentor Program. High School Summer Workplace Experiences (“Externships”) are provided to ACE Mentor students through their local ACE affiliate.

**AFFILIATES and HOST FIRMS, please contact The ACE Mentor Program for more information.**  
[INFO@ACEMENTOR.ORG](mailto:INFO@ACEMENTOR.ORG)

**STUDENTS, please contact your local affiliate leader or mentor with interest or questions.**  
[LOCATE YOUR LOCAL ACE AFFILIATE](#)

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**For the opportunities noted below, the following items must be completed by the affiliate:**

- **Affiliates identify participating local firms.**
- **Affiliates are responsible for placing eligible students in available positions.**
- **Affiliates must report placements to the ACE national office via the shared spreadsheet.**

### National Partner Firms

The ACE national office collaborates with national partner firms to identify high school externship positions in their various offices. These positions are located at the regional and local offices of the partner firm and are managed and paid for by the partner firm (with the exception of Turner and Gilbane, which are managed under the same process as the stipend program).

- Some national partner firms identify available opportunities and report them to the ACE national office.
- The ACE national office shares opportunities with affiliates via a shared externship spreadsheet.
- The national partner firm handles all administration of the externship experience (Turner and Gilbane students are managed under the same process as the stipend program).

### Local Host Firm Opportunities

Many smaller, local firms are also willing to host high school externs. Each affiliate should recruit local firms to host students. If a local host firm is interested in hosting one or more students, please coordinate directly with that firm regarding their needs and requirements. These externships are managed and funded by the local host firm.

- The local host firm manages all of the administration of the experience.



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## **National Stipend Program**

The ACE national stipend program is our organization's initiative to increase the number of opportunities available to high school students. This program, funded by the ACE national office, aims to place active ACE Mentor high school students with local host firms for externship experiences. Turner and Gilbane students will be managed through this stipend process.

- Each affiliate has access to three paid stipend positions to offer to local firms. (If more stipends are needed, please contact the ACE national office.)
- Affiliates identify local opportunities for students.
- The student and host firm must complete the required paperwork via an electronic signing program sent by the ACE national office.
- The stipend payment will be processed and sent directly to the student by the ACE national office.

## **Externship HR Assistance Program**

ACE National now offers an Externship HR Assistance Program to help host firms with the administration and stipend payment of externships. This program allows host firms to fund positions for ACE students while ACE handles the administrative work.

- The student and host firm must complete the required paperwork via an electronic signing program.
- The host firm will remit \$2,000 per student to their local affiliate.
- The stipend payment of \$1,600 for 80 hours will be processed and sent directly to the student by the ACE national office.
- The ACE national office will invoice affiliates for students placed through the externship HR assistance program.

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