



ACE MENTOR PROGRAM

ARCHITECTURE • CONSTRUCTION • ENGINEERING

FAQ's AFFILIATE

Q: How will the program work for ACE affiliates?

A: Each affiliate will have access to funded positions. All other Summer Workplace Experiences will be handled according to the affiliate's existing process. If there is no existing process, your regional director can help. The affiliate will identify the participating firm(s) and work with each firm on the selection of the participating student. The affiliate can either allow a mentor firm to conduct interviews or the affiliate can make the placement themselves. Once confirmed, affiliates will report the employment of each student to the National office through a shared spreadsheet.

Q: How will the Summer Workplace Experience work for employers?

A: Job parameters should be established by the hosting firm. ACE National will provide a resource guide for Hosts which includes onboarding, best practices, and suggested student activities. Host Handbook is included in the affiliates file.

Q: How will the ACE National stipend work?

A: The \$1,600 externship stipend is paid in two installments directly to the student. The first half of the stipend will be paid after the first week of work and the remainder will be paid after the externship and completion of a post externship survey conducted by ACE National. Each student should participate in the externship for approximately 20 hours a week for 4 weeks, and at a minimum of 80 hours. If the company would like to extend the externship after the stipend period, the expectation is that the employer would pay the student a minimum of \$20/hour.

Q: Are there standard forms to simplify the process?

A: Yes, for stipends provided by ACE National, the student and host firm must sign agreements through the national Docusign program. Examples are attached. As soon as the student and firm are identified and reported to the national, the student will receive: a W9, ACE Summer Workplace Experience Agreement, Emergency contact form, and surveys. The host firm will receive the host agreement.

Q: Are affiliates responsible for payment to students?

A: No, for stipends provided by ACE National, ACE National will collect the above-referenced documents and approve the student via an email to the student and your affiliate. The first stipend payment will be made during the first week of the experience. The final payment to the student will be made after the student completes the closing survey. At the end of the year, ACE will send a 1099 to each student with the details of the stipend.

Q: What responsibilities does the affiliate have?

1. Identify organizations that will host a student
2. Identify Students for Externships
3. Work with the student and host firm to Finalize the details of the summer position. (Start date, end date, etc.)