



ACE MENTOR PROGRAM

ARCHITECTURE • CONSTRUCTION • ENGINEERING

FAQ's HOST FIRM

Q: Who supervises the students?

A: The participating Host firm will designate a main mentor to oversee the student externship.

Q: How do students get to the job site?

A: Students must arrange for their daily transportation to/from the job site.

Q: Are the students compensated for their job shadow experience?

A: Externs receive a stipend of \$1600. They receive \$800 when they start and \$800 when they complete the externship.

B: Externs hired as contractors directly with the host firm will negotiate details with the student. The expectation is 80 hours at \$20/hour; however, this is determined by the local hosting firm.

Q: How will I know what to do once students are here?

A: Students want to hear the story of YOU. How did you arrive at your current position? What did it take to get there? You can assist students in developing specific skills and knowledge that will enhance their professional and personal growth.

B: ACE Mentor provides a Host Handbook with helpful schedules and activities.

Q: Confidentiality is extremely important in my business. How can I be assured its importance will be understood by the students?

A: Confidentiality is critical in many occupations and an important lesson. The required student agreement covers this expectation and is signed by the student. You should also take time to review the firm's requirements around confidentiality and make sure the student complies with your firm's requirements.

Q: What about safety issues?

A: Safety is a concern in all places of business and students must follow your safety rules. We encourage you to spend time throughout the externship reviewing safety issues and behavior expectations at your firm or job site. It is also important you review any safety requirements of your firm and ensure they are conveyed to students.

Q: What can I do if a student does not behave in a manner that shows interest or maturity?

A: We encourage you to spend time during your initial meetings to review behavior expectations. If a student does misbehave, first, talk to the student and review the type of behavior necessary for the experience. If the behavior does not improve, contact your local or national ACE leader. If there is an issue that you believe requires support before addressing the student, please contact your local or national ACE leader.

Q: Can I terminate a student if he or she is not meeting satisfactory standards?

A: Yes. Students are expected to abide by employer rules and regulations. Failure to do so may be reflected in the employer's evaluation of the student. Please inform your local or national ACE Mentor leader in this situation.

Q: How many hours is the externship?

A: 80 hours. This time can be scheduled according to the host and student schedule requirements.