



A Program of Center for Companies That Care

Mentor Summer Schedule

Mentor Training



Agenda

- Briefly review summer calendar
- Seniors Section: Graduating and Rising Seniors
 - Graduation Dates
 - Trunk and Trolley Party
- Post Year-End Recognition Event
 - Mentor Survey
 - Incentive Team Trip
 - “Dress for Success” Shopping Spree
 - Students By Request & Summer Contracts
- Summer Mentor Meeting
- College Bus Trip (for rising juniors)
- Summer Internships (for rising seniors)



Questions or Comments?

- For mentors with students attending Chicago Talent Development HS, Urban Prep Englewood, or North Lawndale College Prep, contact **Danielle Riley** (danielleriley@companies-that-care.org)
- For mentors with students attending Urban Prep Bronzeville or Westinghouse College Prep, contact **James Ballard** (jamesballard@companies-that-care.org)
- Or call our office during normal business hours at 312-661-1010



AIM High Summer Events 2013 (pg. 1)

Date	Event	Who Attends?	RSVP Required?	Location
Wednesday, June 5th	Mentor Training: Summer Events	ALL Mentor Teams	YES	12:00pm - 1:00pm Webinar (info upon registration)
Tuesday, June 11th	Trunk and Trolley Party	AIM High Seniors and Mentors and Families	YES	5:00pm - 8:00pm 954 W. Washington, Suite 430
Beginning Wednesday, June 12th	Summer Movie Night #1	All students, guests, mentors	NO	5:00pm - 8:00pm 954 W. Washington, Suite 430
Wednesday, June 19th	Shopping Trip	Students whose mentor companies met their March To College goal, with mentors and families	YES	6:00pm @ South Loop Target 1154 S. Clark
Thursday June 20th	AIM High Alumni Dinner	All AIM High Alumni	YES	6:00pm Meet at 954 W Washington, Suite 430 - then we'll head to the restaurant
Tuesday, June 25th	Meeting for AIM High Principals and School Leaders	AIM High staff, principals, school leaders	YES	12:00pm 954 W. Washington, Suite 430
Wednesday July 10th	Summer Movie Night #2	All students, guests, mentors	NO	5:00pm - 8:00pm 954 W. Washington, Suite 430
Sunday, July 21st	AIM High Beach Day/ Volleyball Tournament	All alumni, current AIM High students, guests, mentors	Mentors and Students are responsible for coordinating and confirming attendance to this event.	3:00 pm - 6:00pm North Avenue Beach



Date	Event	Who Attends?	RSVP Required?	Location
Thursday, August 1st	Winning Incentive Team Trip	All students and mentors on team We Fly High	TBA - Check your email regularly!	TBA - Check your email regularly!
August 5th - August 23rd	Internship	Class of 2018	We assume everyone who is eligible is participating unless you tell us otherwise	August 5 - 954 W. Washington, then on-site at mentors' workplace
Thursday, August 8th	Financial Aid Strategies: Everything You Need to Know	Class of 2018, parents/guardians, mentors	YES	5:00pm 954 W. Washington, Suite 430
Wednesday, August 14th	Summer Movie Night #3	All students, guests, mentors	NO	5:00pm - 8:00pm 954 W. Washington, Suite 430
Wednesday, August 21st	Orientation to College Bus Trip and Financial Aid: The Basics	Class of 2019 and parents/guardians (MANDATORY)	YES	5:00pm 954 W. Washington, Suite 430
TBA - Late August or Early September (3-day trip)	College Bus Trip	Class of 2019	We assume everyone who is eligible is participating unless you tell us otherwise	TBA
TBA – Immediately following Bus Trip	College Bus Trip debrief	Class of 2019, parents/guardians, mentors	We assume everyone who is eligible is participating unless you tell us otherwise	TBA



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Seniors Section



Graduation?

- Mentors of Seniors: Save the Date for Graduation! Graduation season is coming up fast (as in Friday)! Please contact your student(s) about tickets.
- **Urban Prep-Englewood - June 7th, 2013**
- **Chicago Talent High School - June 8th, 2013**
- **University of Chicago, Woodlawn - June 10th, 2013**
- **Innovations High School – June 19th, 2013**



Trunk Party for Seniors, Families and Mentors

- June 11th, 5pm dinner at 954 W Washington Blvd, with dessert after the trolley
- Trolley ride begins around 6:00pm
- Attendance is first registered, first served
- Everyone who attends brings one, wrapped, college-appropriate gift without any tags
 - Not to exceed \$15; no gift certificates or cash please
 - No card saying who it's for or from
 - No markings that would indicate what the gift is
- How the gift-giving works
 - All gifts are placed in a trunk
 - Students each pick a number
 - Gift selection occurs in the order of the numbers
 - Then the rounds of stealing begin!
- Discussing paid summer work



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Post Year End Event Items



Mentor Survey

- Please take a few minutes to complete the AIM High Mentor Assessment 2013 – contact us if you don't yet have the link. Also in the MMAHM.
- Students take survey with many of the same questions; answers will be analyzed and compared and presented this summer and again in the fall.

Thank you for helping us improve AIM High!
Your feedback is crucial to our success.



We Fly High Reward Trip!

- Congratulations to our Incentive Team winner, We Fly High!
- The Team Trip will take place in the after-work time slot on August 1st so that mentors can attend as well
- We are collecting ideas from the students this week for destinations and will be making a final decision soon
 - Please let us know if you have any ideas or connections at fun locations in and around the city (for example, “My cousin owns a bowling alley”)
 - Past trips have included Six Flags and Haunted Trails



**Mentors of graduating seniors may
leave the call at this time.**

Thank you!



Summer Mentor Meeting

- All mentor teams will be coming together this summer to meet with Marci – by company
- Danielle, James, and Max will be in touch soon with mentor coordinators to schedule these meetings
- **MEETING DATES:** July 15 – August 9



Parent Permission Forms and Background Checks Update

- It is currently one of our top priorities to work with mentor coordinators and our background check provider to ensure that all mentor background checks are processed as soon as possible.
- The first round of parent permissions emails were sent last week
 - As parent permissions roll in, we will continue to update our records and email mentors regarding the permissions they are granted by guardians.



Students by Request Meetings w/ Mentors

- Brianna Grant
- Priscilla Guereca
- Derick Harper
- Kenneth Hoover
- Devon Johnson
- Shmeek Johnson Jr.
- Gwendolyn Land
- Taylor Kistulinec
- Jordan Martin
- Majak Mullens
- Jasmine Nesbitt
- Jason Newman
- Jurgen Palma
- Lauren Phillips
- Amanda Porter
- Jasmine Robertson
- Terronisha Taylor
- Justin Webb
- Chris Varela



Summer AIM High Participation Contract

Beginning Monday, June 3, I will:

- **Communicate with my mentors weekly** via email, phone calls or text messaging. (Companies That Care will check in with my mentors every Monday to see if they have heard from me).
- **Submit a completed Parent Permission Form** to Danielle no later than June 18
- Attend **at least one summer movie night** AND the **summer event on July 21** with my mentors.

By doing this, I am eligible to continue in AIM High next fall and take advantage of summer opportunities such as the College Bus Tour and Internships.

Additional
Comments:

Contact Danielle Riley with any questions. 312-661-1010, danielleriley@companies-that-care.org

Student Commitment

Name (Printed): _____

Signature: _____

Date: _____

Mentor Commitment

Name (Printed): _____

Signature: _____

Date: _____

May 30, 2013



Dress for Success

Congratulations to the following mentoring teams who reached the \$1000 March to College fundraiser goal. You're going shopping with money you raised!

- ADP
- Convergent Technologies
- Enterprise Fleet Management
- McDermott, Will & Emery
- Merrill Lynch
- Sysmex America
- TTX
- UHC
- Weber Shandwick

Shopping Details

Target
1154 S. Clark Street
Tuesday, June 19th
6:00pm



**Mentors of current freshmen may
leave the call at this time.**

Thank you!



A Program of Center for Companies That Care

College Bus Trip for rising juniors



College Bus Trip: Overview

- All AIM High rising juniors who have shown commitment to the program are expected to attend
- Full-fledged bus tour of Midwest colleges and universities, visiting a range of school sizes and selectivity levels over three days
- HBCUs and non-HBCUs
- Bus Tour Workbook with reflections on each college visited, resources, questions to ask, wrap-up writing assignment, and survey questions
- High-value program
- Students and guardians must attend **MANDATORY** meeting on August 21
- Questions? Contact James Ballard

jamesballard@companies-that-care.org – 312-661-1010



College Bus Trip

What can mentors do to help students prepare?



**Mentors of current sophomores
(rising juniors) may leave the call at
this time.**

Thank you!



A Program of Center for Companies That Care

Summer Internships for rising seniors



Summer Internships: Agenda

- Goals
- Logistics
- Work Experience Ideas
- Internship + College Prep Workbook
- Example of Typical Week
- Next Steps

Please ask questions throughout!



Students who will be Interning

- Halania Arnold – Northern Trust
- Anthony Beckley - TTX
- Ashley Brister - UHC
- Jermaine Goss - Convergint
- Tyler Greer - ADP
- Aaron Hanley - TTX
- Dumar Harris - Northern Trust
- Ronald Jason - TTX
- Malique Moody - McDermott
- Malik Pilcher - TTX
- Steven Sharkey Dye – Northern Trust

Internship Dates

– August 5th
through August
23rd



Goals of Internship

- **Leadership: Resourcefulness and Self-esteem**
 - Have an opportunity to impress people
 - Feel pride in doing a job well
 - Solve problems
 - Learn how to access resources
 - Build a closer relationship with mentors
- **Work Readiness:**
 - Have an interesting work experience they can write about, reflect on and grow from
 - Learn what it means to be held accountable for performance
 - Experience the pleasure and fulfillment a good job can provide
 - Inspiration to do what it takes to reach college success
- **College Bound:**
 - Develop a list of Safety, Target and Reach Schools to which they are planning to apply
 - Complete the Common Application
 - Gather materials for supplemental college applications
 - Greater Familiarity with Financial Aid process



Logistics

- **Schedule:**

- Students work Monday - Thursday
 - 9:00 – 5:00 (flexible)
 - Student responsible for lunch
- Orientation on 1st 1/2 day (August 5th) at Companies That Care
- On Fridays, students have practicum (9-5) with Companies That Care Staff

- **Components:**

- Work Experience (28 hours)
 - that fulfill the purpose of your organization
 - that provide insights into being a working professional
 - that result in feelings of accomplishment and success
- Performance Feedback
- Internship + College Prep Workbook (4 hours)
- Weekly practicum (8 hours)
- Financial Aid Deep Dive
- Fun



Transportation

- All transportation costs covered by Companies That Care
- **CITY SITES.** Students will take the CTA each day. Please go over this route with your student prior to the internship by sending them step-by-step directions from the stop near your office. Also a good activity for the first day.
- **SUBURBAN SITES.** Please schedule a phone call with Danielle offline to discuss options. Options include:
 - Students take CTA to central meeting place and catch a ride with mentors that commute from the city.
 - Students take Metra to stop closest to your office and are picked up by company shuttle or by mentors.
 - Students travel to internship with non-mentor employee (need background check and parental permission)
 - Students travel to internship in hired car service (like job shadowing day)



Key Learnings from Past Years

- Students are nervous and simultaneously proud
- Students thrive on work with accountability; something that is theirs' to do alone
- Students thrive on inclusion
- Students learn best when they understand the *impact* of their actions
- Students are not familiar with navigating downtown
- Holding students to a high standard is positive; let them know if they are falling short
- Learning to tolerate doing work you don't like is an important life lesson, as is learning to advocate for yourself in a polite, professional manner to make a change
- Make sure students who need "tough love" also hear from their champions



Work Experiences Ideas

- Provide students with a variety of work experiences in different departments
- Provide students with work experiences that contribute to function of department and mission of organization
- Communicate the importance of administrative work
- Some suggestions
 - Attending client or other meetings
 - Note taker at meetings and drafting a summary (give feedback)
 - Draft website copy
 - Research – internet and phone calls
 - Data analysis – finance, due diligence
 - Senior executive for a day
 - Developing software skills
 - Word, Excel, Power Point, email, etc.
 - Hold Lunch n’Learns about different functional groups
 - Proofreading
 - Photocopying, filing – only as part of a whole process or task
 - Prepare a presentation



- Example of Law Firm work for Interns
 - Paralegal work
 - Attending client meetings
 - Going to court
 - Organizing files for litigation – preparing for depositions, interrogatories
 - Analyzing documents
 - Drafting summaries
 - Note taker at meetings
 - Draft website copy
 - Research – internet and phone calls
 - Data analysis -- finance
 - Look at job descriptions from existing internships that companies offer
 - Photocopying, filing – only as part of a whole process or task
 - Managing partner for a day
 - Look into what intern materials/programs already exist at your workplace
 - Anticipate any confidentiality issues so you can deal with ahead of time
 - Reach out to other depts. to see what their needs in August might be



Sharing Work Experience Ideas

- *What do you have planned?*



Workbook

- Houses everything that is to be accomplished during the internship. Three parts:
 - Part 1: Orientation/Overview
 - Part 2: Getting Ready To Work (processing the work experience)
 - Part 3: Getting Ready For College (completing college prep tasks)
- Mentors will receive electronic copy of last year's version soon
- Final version will be emailed by July 15th
- Students receive hard copy on day one of internship (e-copy will be sent to them ahead of time, too!)
- It is intentionally ambitious - we are here to AIM High!



Highlights of “Getting Ready To Work” Tasks

- Real work experiences
- Weekly performance evaluations
- Weekly processing with Companies That Care staff
- Matching their strengths and interests to potential careers
- Interviewing a colleague
- Understanding an organization chart



Highlights of “Getting Ready for College” Tasks

- College Identification Assistance
 - Help your student identify at least 8 colleges to apply to
 - 2 safety, 4 target, 2 reach
 - Instructions and websites/resources in Internship + College Prep Workbook
- College Application Assistance
 - Help your student complete the entire Common Application
 - Help student develop ideas for, draft and edit various essays
- Financial Aid Workshop (“Deep Dive”)
 - Thursday, August 8th, 5:00-7:00PM at Companies That Care (954 West Washington Blvd, Suite 430)
 - Parents/guardians will be invited and encouraged to attend. Mentors encouraged to attend if possible.



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Week One Tasks

<u>Assignment</u>	<u>Page in Workbook</u>	<u>Completed?</u>
Internship Activities		
Complete Worksheet 1: Signing up for Illinois Mentor	15	<input type="checkbox"/>
-Create professional email address if you do not have one	15	<input type="checkbox"/>
Complete Project 1: Design Your Weekly Performance Evaluation (with your mentors) (<u>due Thursday, Aug. 5th</u>)	10	<input type="checkbox"/>
Complete Project 2: Why Work?	16	<input type="checkbox"/>
Go over Performance Evaluation (Week 1) with your mentor or internship supervisor	11	<input type="checkbox"/>
Completing Common App		
Register with www.commonapp.org (Worksheet 8)	62/Appendix	<input type="checkbox"/>
Complete Data Section online (Worksheet 9)	63/Appendix	<input type="checkbox"/>
Write Rough Draft of Short Answer (Worksheet 10)	64/Appendix	<input type="checkbox"/>
Choose topic for Personal Essay (Worksheet 10)	64/Appendix	<input type="checkbox"/>
Additional College Prep Activities		
Complete Worksheet 4: Facts About Me for My College Prep Process	36	<input type="checkbox"/>
Research potential colleges to apply to and fill in College Search Criteria on Worksheet 5: Resources for Researching schools and finding a good fit	39	<input type="checkbox"/>
Add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges	42	<input type="checkbox"/>



Week Two Tasks

<u>Assignment</u>	<u>Page in Workbook</u>	<u>Completed?</u>
Internship Activities		
Complete Worksheet 2: Matching Your Interests with Potential Careers	20	<input type="checkbox"/>
Complete Project 3: Understanding an Org Chart	23	<input type="checkbox"/>
Complete Project 4: Interviewing a Colleague	25	<input type="checkbox"/>
Go over Performance Evaluation (Week 2) with your mentor or internship supervisor	12	<input type="checkbox"/>
Completing Common App		
Write Final Draft for Short Answer (due Wednesday, Aug. 11 th)	64/Appendix	<input type="checkbox"/>
Outline Personal Essay (due Wednesday, Aug. 11 th)	64/Appendix	<input type="checkbox"/>
Write Draft of Personal Essay (due Monday, Aug. 16 th)	64/Appendix	<input type="checkbox"/>
Additional College Prep Activities		
Research potential colleges to apply to (Worksheet 5: Resources for Researching Schools)	39	<input type="checkbox"/>
Add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges	42	<input type="checkbox"/>



Week Three Tasks

<u>Assignment</u>	<u>Page in Workbook</u>	<u>Completed?</u>
Internship Activities		
Complete Worksheet 3: Evaluating Your Company as a Company That Cares	26	<input type="checkbox"/>
Go over Performance Evaluation (Week 3) with your mentor or internship supervisor	13	<input type="checkbox"/>
Completing Common App		
Email all drafts to aimhigh@companies-that-care.org by Aug 17th!		
Write Final Draft of Personal Essay	64/Appendix	<input type="checkbox"/>
Write Rough Draft of Disciplinary History (<u>due Tuesday, Aug. 17th</u>)	64/Appendix	<input type="checkbox"/>
Write Rough Draft of Additional Information (<u>due Tuesday, Aug. 17th</u>)	64/Appendix	<input type="checkbox"/>
Write Final Draft of Disciplinary History	64/Appendix	<input type="checkbox"/>
Write Final Draft of Additional Information	64/Appendix	<input type="checkbox"/>
Complete Worksheet 11: Who Will Recommend Me?	66	<input type="checkbox"/>
Additional College Prep Activities		
Research potential colleges to apply to (Worksheet 5: Resources for Researching Schools)	39	<input type="checkbox"/>
Add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.	42	<input type="checkbox"/>
Choose at least <u>one</u> safety school, <u>two</u> target schools and <u>one</u> reach school to which you will apply. (Remember, AIM High recommends applying to at least two safety schools, four target schools and two reach schools.) Add to Worksheet 7: College Application Timeline.	58	<input type="checkbox"/>
Complete Project 5: Your Additional Letter of Recommendation	67	<input type="checkbox"/>



Example of a Typical Week

	Week 1 (August 5th-August 9th)
Mon	<p>9AM- Student Orientation at Companies That Care Work Etiquette, Emails, Handout Internship Workbook (Introduce College Match and College App Goals for 3 weeks)</p> <p>12:30PM- Lunch w/ mentors (p/up your student from Center for Companies That Care (954 W. Washington Blvd, Suite 430, Chicago, IL 60607).</p> <p>Afternoon- Intern orientation at companies -tour, company expectations, security, computers, first assignment, develop performance expectations together</p> <p>4PM- Student meets with Internship Supervisor to design Weekly Performance Evaluation and learn about his/her workload</p>
Tues	3-5PM - Reserved time for student to work on Internship + College Prep Workbook
Wed	<p>9AM- Mentor checks in with student on "What I Should Be Working On This Week" sheet</p> <p>1PM- Mentor takes student out to lunch</p>
Thur	<p>9-11AM- Reserved time for student to work on Internship + College Prep Workbook</p> <p>4PM- Weekly Performance Check-in w/ each student</p>
Fri	9AM-5PM Weekly Student Practicum w/ Companies That Care staff

Please share this slide with individual responsible for making the students' schedules.



With Upon Completion of Internship, Students Should Have...

- A real work experience they can write about, reflect on and grow from
- A closer relationship with their mentors
- List of Safety, Target and Reach Schools to which they are planning to apply
- Completed Common Application (or Near Complete aside from Teacher Recs, but will have created deadlines for this that will be shared with mentors)
- Letter of Request to Recommenders and Personal Outline
- Greater familiarity with Financial Aid process and key tasks following application submission
- Performance Evaluation and Letter of Recommendation from Mentors
- Inspiration to do what it takes to reach college success



Next Steps

- Communicate** with your student about what you have planned
- Review **transportation** to work, beginning from their home
 - Assign an **internship supervisor** for each student
 - Assigns work to student
 - Collects feedback from colleagues
 - Leads weekly Thursday check-in and Final Performance Evaluation
 - Prepare **computer & internet access** for each of your students
 - Prepare **meaningful work** for your students (does not have to be in your dept).
 - Contact Danielle about **transportation to suburbs.**
 - QUESTIONS??
 - Danielle Riley at 312-661-1010 or danielleriley@companies-that-care.org