

## Teacher Tip Sheet

### Career Mentoring

*A tip sheet for teachers on how to help students get the most out of a Career Mentoring activity. Career Mentoring presents a unique opportunity to augment and support the curriculum and get students more deeply engaged in their learning. If you are coordinating a Career Mentoring activity, have a look at the Coordinator Tip Sheet in the WBL Toolkit.*

### Career Mentoring

Career Mentoring is a Career Exploration activity in which a student is matched one-on-one or in small groups with an adult professional to explore potential careers and related educational issues. Different than the deep, personal relationship developed through mentoring programs such as Big Brother/Big Sister, the career mentor serves as a career resource by sharing insights and providing guidance about the workplace, careers and education. This is accomplished through formal and informal meetings at the school, youth program, in the workplace or online, but never in an unsupervised environment or the home. The mentor provides comments on the mentee's work, and problem-solves and collaborates with them on activities in consultation with the sponsoring school or program.

### Career Mentoring is designed to promote:

- Exploration of a field of interest and the building of occupational knowledge
- The ability to practice communication and professional skills
- Opportunities to build self-esteem, self-worth, confidence and flexibility
- Opportunities to build a relationship with a caring and knowledgeable adult

## Teacher Tips

### Career Mentoring Success Factors

When planning and implementing a Career Mentoring program, keep the following in mind.

### Before the Career Mentorship

- Meet with your P-TECH coordinator.
  - ✓ Review the Career Mentoring Activity Guide.
  - ✓ Help select and match career mentors who are a good fit with your school or program.
  - ✓ Identify interested and qualified students.
  - ✓ Work with the coordinator to match students with potential career mentors. When possible, allow the mentor and mentee to interview and select each other.
- Prepare students for Career Mentoring.
  - ✓ Share and review the Student Tip Sheet from the WBL Toolkit.
  - ✓ Meet with students to discuss behavioral and social expectations.
  - ✓ Work with students to develop learning objectives for the mentorship. These should include personal, academic, occupational and work-readiness objectives.
  - ✓ Document learning objectives and share with the student and career mentor.
  - ✓ Have students research the career mentor's employer website and prepare at least three meaningful questions to ask the mentor during their first meeting.
  - ✓ Help students prepare how they plan to introduce themselves to their career mentor and how they will talk about their learning objectives.

- Make the classroom connection.
  - ✓ Build excitement for the mentorship by discussing its benefits.
  - ✓ Help students hone the learning objectives they have developed for their Career Mentorship and share with others what they hope to learn.

### During the Career Mentorship

- Provide support to students.
  - ✓ Encourage them to share current study topics and interests, aspirations, and ideas with their mentor.
  - ✓ Suggest that students invite their career mentors into the classroom for specific events or activities.
  - ✓ Set regular check-ins with the students.
- Work with your P-TECH coordinator to:
  - ✓ Assess progress and impact of the Career Mentoring opportunity.
  - ✓ Help career mentors understand issues of confidentiality, safety and their responsibilities.
- Make the classroom connection.
  - ✓ Provide opportunities for students to share what they learned through their career mentorship in the classroom, both verbally and in writing.
  - ✓ Support students in practicing new skills in the classroom through mock interviews, networking with other students, and other activities that connect their mentorship to learning.

### After the Career Mentorship

- Reflect on learning.
  - ✓ Provide opportunities for directed reflection through discussions, presentations, and/or projects.
  - ✓ Review any completed evaluations or assessments with the students and discuss/record next-steps.
- Make the classroom connection. Work with other classroom teachers to provide classroom experiences that help students make the connection between their Career Mentorship and next steps in their academic and career development.
- Assess the effectiveness of the Career Mentorship and make recommendations for future adjustments.
- Document and archive information about the Career Mentorship and student learning.

### Go Deeper

Here are some activities that can help deepen the impact of Career Mentoring.

- Participate in concurrent career exploration activities, including career interest assessments, job shadowing, job and career fairs, and workplace tours.
- Help students learn to be active listeners in discussions with their mentors, ask for advice on skills, ideas, and goals, and prepare them to receive constructive feedback from their mentors.