



INTERNATIONAL ACADEMY

INDEPENDENT CAREER MENTORSHIP

MENTOR PACKET

Dear Mentor,

The International Academy is dedicated to giving our students the knowledge and skills necessary to succeed in college and into their adult careers. As part of their graduation requirement, all IA students must participate in an enrichment activity that focuses on career options. Your interaction with our student will play a significant part in this requirement.

We appreciate your cooperation in the International Academy's Career Mentorship Program. We hope that you will find the experience rewarding. Our students are motivated and eager learners. They are ready to take on challenges, and are curious about their future.

The attached packet of information will provide you with suggestions to promote student involvement in the job in a meaningful way. Should you have any further questions or concerns, please feel free to contact Saira Latif at (248) 341-5941.

Thank you for providing our students with a valuable experience!

Sincerely,

Lynne Gibson
Principal
International Academy

Desired Objectives

The following are objectives that students should strive to achieve during the mentorship:

- Understanding of the education, experience, and preparation required to enter the career
- Familiarization with desirable employability skills
- Understanding of typical, appropriate work behaviors and professionalism
- Orientation to the work culture
- Awareness of potential career paths through the specific job placement
- Understanding of how the organization works (purpose, structure, process)
- Develop a positive outlook toward employers
- Begin to develop an understanding of the job site problem solving process

Suggested Activities

The goal of the program is to provide students with as many interactive learning experiences as possible. While the specific activities may vary from career to career, the following list of general suggestions can serve as a guide for the kinds of experiences to which the International Academy hopes students will be exposed.

- Discussion of the career and career preparation, including possible college paths and internships
- Attend meetings, if possible
- Perform simple job related tasks where feasible and appropriate
- Exposure to other related jobs at the work site, including support personnel
- Involvement in a mock employment interview
- Access to as many activities at the work site as possible
- Discussion of the mentor's own personal career story/choice

Mentoring Program Suggestions for Mentor/Student Interactions

- Meet with the student outside the school environment at the job/career site(s)
- Offer advice, support, and encouragement
- Help the student with career and education decisions
- Encourage the student to complete high school studies
- Be yourself around the student
- Allow yourself and the student to make mistakes and to learn from them
- Express displeasure or disappointment with the student when justified
- Contact the Enrichment Coordinator regarding any concerns. They can be reached through the International Center by calling (248) 341-5940