Design_Serv at NYCCT: Mentoring Program

What (summary): The Department of Architectural Technology is seeking qualified mentors for our students during the upcoming fall semester. Mentors will work directly with students developing their design and technical projects under the direct supervision of a faculty member. We are seeking consistent attendance by the mentors during class time and project juries. In return for their service to the school, mentors will receive up to 80 hours of 'Professional and Community Service' towards their Intern Development Program (IDP).

Why: Design, computer and technical courses which follow a studio-like format, have class sizes of approx 18-20 students with wide ranging skill levels and interests. The professor presents new material, ensures comprehension and sets the level of presentation quality for student projects. However, individual attention is limited due to class time and project presentation quality may be compromised. This can be overcome with experienced mentors providing extra individual attention to students. The intended goal is a uniform improvement in project presentation quality across the entire class.

Who: Junior architects currently in the certification process to sit for their Architectural Registration Exams are required to complete 80 hours of "Professional and Community Service". Mentoring college level students qualifies as service. The significant requirements are:

- No money is exchanged for their service
- A supervisor will sign off on the completed hours to the NCARB (National Council of Architectural Registration Boards).

These junior architects are ideal candidates for mentoring positions. They are well versed with the professional environment and savvy with many of the computer technologies and softwares being offered at NYCCT.

-For example: for a candidate to achieve 80 hours of community service for Arch 2411: Design Studio, they would attend each class, twice a week for 2.5 hours x 30 sessions = 75hours. The additional hours would be made up during project reviews or student research assistance.

Requirements for Volunteer Mentors:

The candidates must demonstrate excellent verbal and graphic communications skills, mastery of multiple design softwares, strong model building and drawing skills. It is expected that the mentors will spend most of their time working with student individually on their projects.

To demonstrate the above requirements a **cover letter, resume, two references and a portfolio are required.**

Upon selection the candidate agrees to commit the time towards working with the students and working directly under the supervision of the course professor. A memo of understanding shall be signed to ensure responsibilities, rules and standards of conduct are clearly stated.

Matching Professor with Mentor:

Mentors may be former students of the Professor they are serving. In other cases, where there is limited time to familiarize volunteer mentors with the Professor, the candidates must come in for a two brief interviews; the first to establish mentoring suitability and second to facilitate teamwork between Professors and Mentors. It is critical that the mentor follow the Professor's lead.

Key Clarifications:

1. The mentor will not be in the classroom in the absence of a course instructor.

2. The mentor's role will be to give professional feedback on students' projects to the students and the instructor. The mentor will serve as outside reviewers have traditionally in architecture instruction, as an aid to the course instructor in reviewing students' work.

3. The mentor will not give lectures, lead class discussions, or provide course instruction.

4. The mentor will not have any direct responsibility for grading or for evaluating the student.

Evaluation of volunteers:

To maintain supervision over the *design_serv* program, a mentor evaluation form similar to the "Faculty Observation Report" will be filled out at the end of the teaching commitment. Mentors can be removed and barred from the privilege of mentoring at NYCCT based on no more than two poor evaluation reports or on the advice of the Professor. A satisfactory or favorable evaluation will result in the issuing of a certificate for the service hours completed.

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