

**Matches will be sent
out tomorrow
morning!**

AOE ALUMNI MENTORING PROGRAM NEW-MENTEE ORIENTATION

Website: www.aoe.vt.edu/mentor
E-mail: aoe-alumni-mentoring-g@vt.edu
Academic Year: 2022-2023



COLLEGE OF ENGINEERING
KEVIN T. CROFTON DEPARTMENT OF
AEROSPACE AND OCEAN ENGINEERING
VIRGINIA TECH™

September 27th, 2022

Introduction



Abby Caslin
Aerospace Engineering
Class of '22
Lockheed Martin
F-35/ADP Flight Sciences



Nicole Pelliccia
Aerospace Engineering
Class of '15
Atlassian
DevOps Program Manager



Jama Green
Kevin T. Crofton Department
of Aerospace and Ocean
Engineering
External Relations Manager

Orientation Overview

- Alumni Mentoring Program Overview
- Introduction Email
- Mentor/Mentee Agreement & Goal Setting



Program Overview



COLLEGE OF ENGINEERING
KEVIN T. CROFTON DEPARTMENT OF
AEROSPACE AND OCEAN ENGINEERING
VIRGINIA TECH™

Goals of AMP

- The intent of this program is to connect alumni with current students and provide an opportunity for current students to receive class and career guidance as well as professional and soft skills
- The formal mentoring relationship is **intended to last one academic year**, but mentors and mentees are encouraged to keep in touch after the year has ended
- Matches are made between alumni and students who share similar professional goals and interests
- Mentors and mentees will determine their own schedule for communicating and meeting, but we encourage you to communicate **twice a month**

Note: *If you do not hear from your mentor – let us know! We are here to help*

Role as a Mentee

- **Seek advice and counsel** from your mentor on a variety of topics
- **Complete required and suggested activities** that will help the student develop experiences and skills
- **Improve interpersonal skills** for career fairs and interviews by **networking with alumni**
- **Learn about various career options** by talking to mentors & their contacts

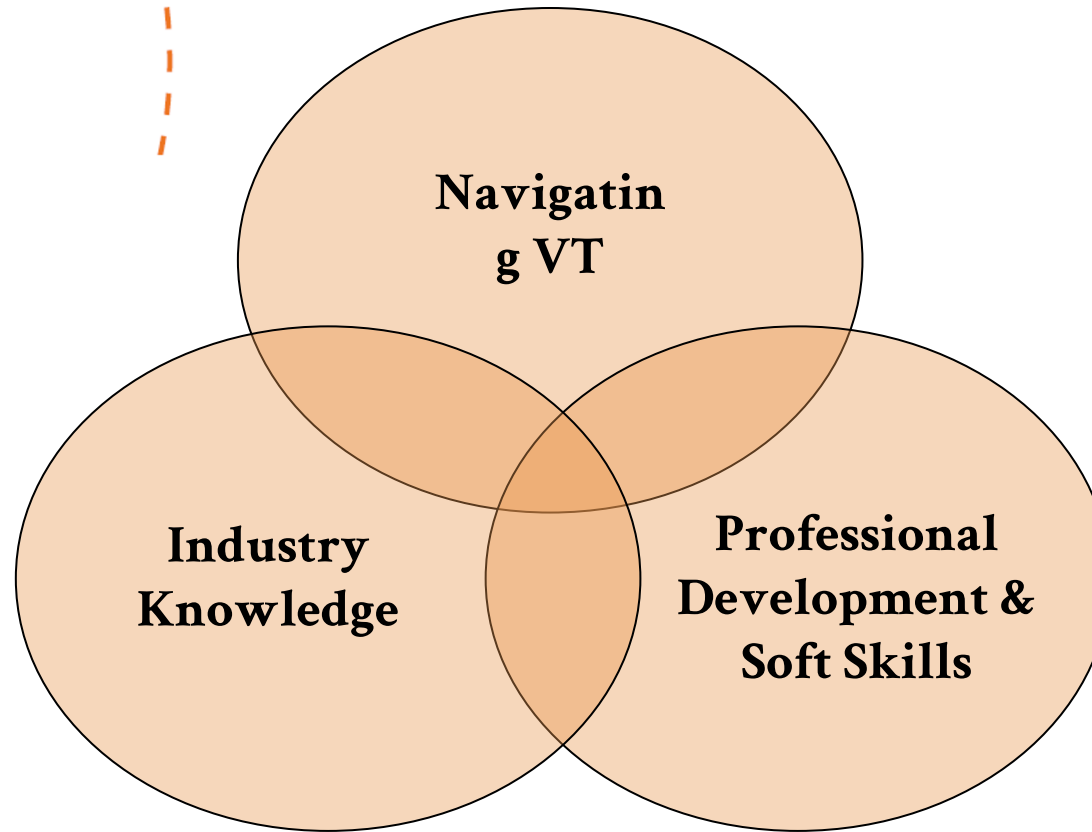
Quality of mentoring relationship depends on both people - this is what you make it!

Role as a Mentor

- Offer **advice** and counsel
- Complete suggested activities or resources that will help the student develop experiences and skills
- Assist the student with career exploration and vocational discernment
- Serve as a confidante during times of difficulty

***Note:** The purpose of this program is NOT for your mentor to find you a job*

Types of Mentorships You Can Gain



And Anywhere in Between!

For Starters...

- Professional Development

- Writing a Resume
- Writing a Cover Letter
- LinkedIn
- Practice Interviews
- Elevator Speech Practice

- Technical & Soft Skills

- Tools/Softwares to Learn
- Experiences Working with a Team
- Advocating for Oneself

- Industry Knowledge

- What types of programs are out there that may interest you?
- What is the difference between concentrations? How specific can you get?
- How does the hierarchy work at the company? Leadership opportunities?
- Etc.

Things to Think About

Sophomore:

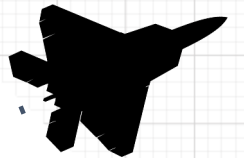
- Concentration
- Tech Electives
- Industry Discipline
- Internship vs. Co-Op

Junior:

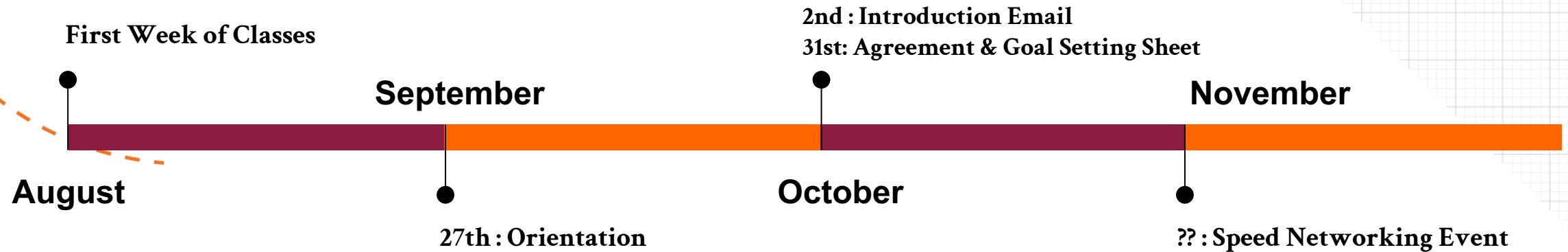
- Companies of Interest
- Research vs Industry
- Industry Concentrations

Senior:

- Programs of Interest
- Location & Benefits
- Company Culture
- Types of Leadership Roles
- Masters?



Timeline this Fall



There will be a mid-point survey in the spring to let us know how the program works for you!



Introduction Email

Mandatory: Due October 2nd



COLLEGE OF ENGINEERING
KEVIN T. CROFTON DEPARTMENT OF
AEROSPACE AND OCEAN ENGINEERING
VIRGINIA TECH™

Contents

- **Introduction Sentence!** Address your mentor properly first. Use “Mr.” “Mrs.” “Ms.” “Dr.”,etc. If you are unsure of their preferred pronouns, “Dear” is perfectly acceptable.
- **Introduce Yourself:** Tell your mentor your name and a little bit about yourself, including your degree level, academic interests and hometown.
- **Explain Your Reason for Writing:** Let your mentor know that you’ve been paired through the AOE Alumni Mentoring Program and why you’re reaching out.
- **Share More About Yourself:** Share a few more details about yourself that add a personal touch to your e-mail. Topics can include hobbies, extracurricular interests, and some high-level goals, which are all great introductory details.

Contents (cont.)

- **Set Action Items:** It will be important to set action items for your next communication each time you and your mentor communicate. In this instance, it is appropriate to let your mentor know that you're looking forward to hearing from them.
- **End the E-mail:** Consider thanking your mentor for volunteering their time and use one of the following closings to end the e-mail before signing your name: Sincerely, Best regards, Thank you, or All the best.

***Note:** “Sign” your e-mail with the name you’d like your mentor to call you. If your name is “Jessica”, but you prefer to go by “Jess” use that. On the flipside, take note of how your mentor signs their e-mails and use that name when you address them.*

Example Email

Dear Dr. Smith,

My name is Jessica Johnson and I am a 3rd year AOE student from Fairfax, Virginia. I received your contact information through AOE Alumni Mentoring Program and am excited to have you as my mentor this semester! I also want to share a little bit more about myself. Outside of classes, I enjoy running, cooking, and traveling. I am also a huge Virginia Tech football fan and attend as many games as I can! In the near future, I am hoping to get involved with undergraduate research in my field, but am also considering participating in the co-op program. I am looking forward to learning more about you too. Please let me know if there is a time we can set up a phone call so I can learn more about you and we can discuss our mentoring relationship.

Sincerely,

Jess

Note: This template is just a guide. Feel free to use your own wording and voice.



Mentor/Mentee Agreement & Goal Setting Worksheet



Voluntary: Due October 31st



COLLEGE OF ENGINEERING
KEVIN T. CROFTON DEPARTMENT OF
AEROSPACE AND OCEAN ENGINEERING
VIRGINIA TECH™

Mentee/Mentor Agreement Section

- The goal here is to establish what will work for the two of you
- **Expectations of each other:** Provide feedback/resources, be understanding of the other person's schedule, create a casual/formal environment, have mutual respect, etc.
- **Frequency of communication:** How many times per month?
- **Method of Communication:** Skype/Email/Zoom/Call?

Goal Setting Section

- This section is for the mentee to set long term goals and have the input of the mentor to help figure out how to reach those goals
- These can include anything from a dream job title to improving your soft skills to choosing your technical concentration
- Declaring what you are currently doing and how you can improve will help accomplish short term goals to then lead you to accomplishing your long term goal

**Matches will be sent
out tomorrow
morning!**

Questions?

These slides are located on our website to refer back to!

Website: www.aoe.vt.edu/mentor

E-mail: aoe-alumni-mentoring-g@vt.edu



COLLEGE OF ENGINEERING
KEVIN T. CROFTON DEPARTMENT OF
AEROSPACE AND OCEAN ENGINEERING
VIRGINIA TECH™