



2015-2016

Mentor a Planning Students (MAPS) Program
Also open to emerging planners!

*A partnership of the Florida Chapter of the American Planning Association,
Sun Coast Section & the USF School of Public Affairs,
Masters of Urban & Regional Planning Program*



Welcome to the 2015-2016 MENTOR A PLANNING STUDENT (MAPS) Program

Also open to non-student emerging planners!

The Florida Chapter of the APA, Sun Coast Section and the USF Masters of Urban & Regional Planning (MURP) program have partnered to offer the Mentor a Planning Student (MAPS) program for the 2015-2016 year. The program is open to students in the USF MURP program as well as emerging planners in the Sun Coast area. The Mentoring Program helps facilitate voluntary relationships between mentors and students for one academic year (November – April). This guidebook is designed to provide you with the parameters and expectations for the mentoring relationship.

Goals:

- To expose USF MURP students & Sun Coast area emerging planners to the actual work environments, responsibilities, and interactions of professional planning positions in Florida
- To bring USF MURP students & Sun Coast area emerging planners into a mentor relationship with a practicing public or private sector planner in the region
- To help USF MURP students & Sun Coast area emerging planners begin to develop their professional career networks
- To further facilitate the relationship between university programs, APA Florida, sections, and planning professionals

Participation:

Mentees must be students in the USF MURP program or early career planners in the Sun Coast area. Mentors must be based in the Sun Coast area. Membership in APA Florida is not a requirement for mentors, students, or emerging planners, although it is encouraged.

Minimum Requirements for Mentors & Mentees:

- Timeframe for completing mentoring requirements is November – April
- At least two shadowing experiences:
 - A day at the office (this can be broken into a couple of smaller time blocks as long as the mentee is exposed to the longer term duties of the mentor)
 - A day in the field working on a project with a client/constituency
- Resume review by mentor
- Participation in fall kick-off event to be organized by USF MURP & Sun Coast
- Participation in spring event to be organized by USF MURP & Sun Coast
- Completion of an evaluation report on the mentoring experience (both mentors & mentees)
- Upon request by mentee, the mentor will write a letter of recommendation but only if the mentor agrees to do so
- No formal activities after first year, but participants encouraged to continue in an informal relationship if doing so seems fruitful to the mentor & mentee

Program Contacts:

- Primary Contact – MAPS Coordinator, Sun Coast – Kathryn Gademer – kgademer@pinellas-park.com or (727) 369-5615
- USF MURP Contact – Van Linkous – elinkous@usf.edu or (813) 310-0341

Program Timeline:

Aug/Sept /Oct	Sun Coast & USF MURP recruit mentors & mentees;
October 23	Deadline to sign up is October 23
November 6	Mentors & mentees matched & program materials distributed
November	Kick-off event (specific date/location TBD)
Spring	Mid-program event (specific/date location TBD)
April 15	Completion of all mentoring minimum requirements
April 30	Completion of evaluation report by mentors & mentees (using form provided)

Roles, Responsibilities, and Expectations

USF MURP Responsibilities:

- Host fall kick-off event for mentors & mentees to facilitate introductions and provide program goals and responsibilities
- Host spring (mid-program) event for mentors & mentees; this session is designed to allow program participants to check in with one another, hear how the program is working for others, and re-invigorate participation at a mid-point in the program
- Promote program to student mentees
- Assist in matching process
- Work with Sun Coast to resolve any issues related to program

Sun Coast Responsibilities:

- Administer call for mentors/mentees
- Administer matching of mentors & mentees
- Promote program to potential mentors and focus on recruitment of high-quality mentors
- Promote program to non-student mentees/emerging planners in Sun Coast area
- Periodic review of program
- In the event that a mentor fails to meet the minimum requirements or deadlines, or has to stop mentoring for any reason, Sun Coast will match the mentee up with another appropriate mentor
- Work with USF MURP to resolve any issues related to the program

Mentee:

- Initiate and maintain active contact with the mentor, plan the agenda for meetings, and stay focused.
- Do not ask nor expect a job or internship from your mentor.
- Maintain the relationship from November-April.
- Attend fall and spring events.
- Maintain contact with mentor monthly by phone, email, or with meetings.
- Complete pre-established assignments.
- Keep the information in the Mentoring Log accurate and up-to-date.
- Keep mentor informed and ask for clarification when needed.
- Share personal knowledge and experience with mentor.
- Take advantage of the opportunities your mentor provides.
- Cancel and reschedule appointments in advance if needed.
- Complete evaluation report in April.

Checklist for the 2015-2016 MAPS PROGRAM

(minimum suggestions)

- By October 23 – apply to participate as mentor/mentee
- By November 6 – notification of mentor/mentee match; program materials distributed
- Attend November kick-off event
- Ongoing – maintain dialogue and log book
- November (suggested) – participate in day at mentor’s office
- January (suggested) – participate in field visit with mentor
- Spring (date TBD) – participate in mid-program event
- March (suggested) – resume critique
- April – complete & submit program evaluation to Kathryn Gademer at kgademer@pinellas-park.com

Helpful Hints for Mentees:

- Identify preferred ways to communicate (email, phone, etc.). Use the first meeting form to facilitate good communication and understand your mentor’s work.
- Mentors believe in this program and more importantly, believe in you.
Take an interest in your mentor because they are knowledgeable and respected in their careers.
- The outcome of this experience will depend on how much effort you actually put into the program; creating and maintaining a successful professional relationship is vital and yet takes time.
- You set the parameters as to how you want to utilize your time as a mentee.
- While you are building your relationship, be sure to always thank your mentor for their guidance.
- Additionally, research the company or organization he or she works for so you can be well-informed about your mentor.
- Learn as much as possible and ask various questions pertaining to: the culture of the company, skills, how to balance work and home life, etcetera.
- NEVER discuss salary or ask for employment during or after the mentorship.
- If possible, offer non-traditional activities to bond with your mentor to supplant email and phone meetings. IE: networking events, coffee/lunch meetings, receptions.
- Please be mindful that your mentor is a busy professional. Just like you, they are busy and may not respond to emails or phone calls right away. Please contact the MAPS Coordinator if your mentor is not responsive in a reasonable time frame.
- Dress professionally when meeting with your interview.



Mentor & Mentee Participation Application

Please complete this form if you are interested in participating in MAPS as a mentor or mentee. Mentees must be students in the USF MURP program or early career planners in the Sun Coast area. Mentors must be based in the Sun Coast area. Membership in APA Florida is not a requirement for mentors, students, or emerging planners, although it is encouraged.

Completed forms must be received electronically by the Sun Coast MAPS Coordinator Kathryn Gademer at kgademer@pinellas-park.com by **October 23**. If you have any questions, contact Kathryn. USF MURP students can also contact Assistant Professor Van Linkous at elinkous@usf.edu.

Role:

Are you interested in being a mentor to a planning student or emerging planning professional, or a mentee (circle one):

Mentor

Mentee

Contact Information:

Name: _____

Email: _____

Place of Work: _____

Mail Address/City/Zip Code: _____

Preferred Telephone #: _____

Alternative Telephone#: _____

Fax #: _____

Academic Background:

University/Degree Program (if applicable): _____

Year Graduated (if applicable): _____

Specialization(s)/Field(s)/Concentration(s) (if applicable): _____

Additional Information:

Which of following planning fields do you work in or have an interest or expertise in? (Please identify your top three choices, with 1 being your first choice)

- Community Health* _____
- Developing Areas/International Development* _____
- Economic Development* _____
- Environmental Planning* _____
- Hazard Mitigation Planning* _____
- Housing/Residential Development* _____
- Land Use/Comprehensive Planning* _____
- Public Participation* _____
- Regional Planning* _____
- Transportation Planning* _____
- Urban Design* _____

Are there any other special experiences, knowledge or skills you would like to consider in mentor/mentee matching? If so, please briefly discuss.

Please attach a copy of your resume to this completed form.

By signing below, I confirm that I have read the description of the MAPS Project, the minimum requirements for mentoring activity and the deadlines, and that I will be able to successfully meet those requirements and deadlines.

Signature

Date

October Kick-Off: First Mentor/Mentee Meeting

At the fall kick-off meeting, mentors and mentees will have a chance to meet and understand the program goals and requirements. Time will be provided to meet one-on-one. This is a good opportunity to work out a plan for how to communicate (email, phone, etc), how often mentors/mentees will interact, and to find out about one another (optionally use the attached interview questions). You may want to set an agenda for the rest of the experience.

Mentees:

Before meeting your mentor, please be sure to know who they are and learn a little about their organization. You can search the internet for the website of your mentor's organization. Think of major goals or outcomes you want to get as a result of your mentoring experience and write them down to discuss with your mentor. What do you want your goals to look like? Do you want to learn more about professional knowledge, experience, and networking? Alternatively, you may be unclear as to what your goals are and can further discuss options with your mentor. Send your resume to your mentor before you meet with them so they can learn more about you so your first meeting will be more effective.

Mentors:

Consider the learning opportunities you can offer to the mentee. Be prepared to discuss options for potential day at the office and field shadowing experiences. Be clear about preferred communication styles. Work out a plan for how often you will communicate and interact with your mentee.

Optional Mentor Interview Questions

1. What is your preferred way to communicate? (Phone, email, time of day, etc).
2. Who do you work for/who are you accountable to?
3. What are your major accomplishments?
4. What are your major challenges?
5. What are the area's major challenges?
6. How has your position changed from when you first started?
7. Does the mentor manage any staff members and what is the budget?
8. What is the source of funding and how is it allocated?
9. What is the mentor's background, education, previous and current job experience?
10. Why did you choose your field of interest as a career?
11. To what do you attribute your success?
12. What is your self-described management or leadership style?
13. What is your favorite part of the job? Least favorite?
14. What technical skills do you have such as budgeting, HR, law, engineering, social work, GIS, urban design, or writing?
15. Do you have certification, registration, or license in a professional field?
16. What professional organizations or certifications are helpful in your career?
17. Does your organization hire people with a degree in my related field?
18. What do you see as a growing demand or trend in your field?
19. What educational or career advice do you have for me?

Resume Critique

Mentee:

Please provide your resume and this sheet to the mentor for them to address.

Note to Mentor:

We are requesting the mentor's help as a professional in the student's field of interest. Our goal is to help the student prepare a structural- yet complete and focused- picture of their employment possibilities.

Resume Critique Questions:

1. Is the resume easy to read and appealing to the eye? If not what are some suggestions?
2. Would this resume end up in the "IN" pile during a job search? If yes, for what position? If not, why?
3. What is the candidate missing either on the resume or in their skill set/background that could be beneficial to entering into this work?
4. What are the main questions/concerns/warning signs that the candidate should address on their resume (gaps in the resume, unrelated work experiences, too many job changes, general confusion, etc.)?
5. Is there too much unnecessary data on the resume that is distracting from their qualifications for this field?
6. Is the resume too long or too short, succinct or long-winded?
7. Are there any critical sections that are missing or lacking important information: contact information, experience, education, or other sections that the mentor might prefer to see when reviewing candidates like job objective, professional profile, honors and awards, professional interests and memberships, or keyword summary?
8. Does the resume have a specific theme related to the position or field? What are some suggestions in building a compatible theme?
9. Is the resume format acceptable to the mentor?
10. Does the resume have any misspellings or typos?
11. Are there any accomplishments that you think the student may have that are not properly captured on the resume? If so please generate a conversation to uncover those areas and why they are important.
12. Is the resume exciting? Are there action verbs that jump from the page? Are their keywords that catch your attention?
13. Do you feel that this student could benefit from additional assistance from USF's Career Services?



**APA Florida MAPS Program
USF Masters of Urban & Regional Planning
Mentee Report**

Please e-mail the completed report to kgademer@pinellas-park.com by May 1

Name of Mentee	
Name of Mentor	

1. Did You Complete the Following Activities as Part of Your Mentoring Program

Mentoring Activity	Yes	No
Meeting(s) with the Mentor at their Workplace		
Meeting(s) with the Mentor outside of their Workplace		
Breakfast(s)/Lunch(es) to discuss planning work and experiences		
Resume Review		
Other (please briefly describe)		

2. Briefly describe the major activities you undertook with your mentor.

3. Evaluation of the Mentor

(Did they provide insight into the activities of professional planners; were they accessible; etc..)

4. Summary Comments? Recommendations on the Sun Coast/USF MAPS Program



**APA Florida MAPS Program
USF Masters of Urban & Regional Planning
Mentor Report**

Please e-mail the completed report to kgademer@pinellas-park.com by May 1

Name of Mentor	
Name of Mentee	

1. Did You Complete the Following Activities as Part of Your Mentoring Program

Mentoring Activity	Yes	No
Meeting(s) with the Mentee at your Workplace		
Meeting(s) with the Mentee outside of your Workplace		
Breakfast(s)/Lunch(es) to discuss planning work and experiences		
Resume Review		
Other (please briefly describe)		

2. Briefly describe the major activities you undertook with your mentee.

3. Evaluation of the Mentee

(Was the mentee professional in their behaviors? Did they attend scheduled meetings? etc.)

4. Summary Comments? Recommendations on the Sun Coast/USF MAPS Program