



**College Preparatory Program
Mentor Timeline 2016**

DATE	EVENT	TASKS/OBJECTIVES
Tuesday, March 29	Mentor Training & Orientation @ NJ SEEDS	Onboarding for Spring 2016 Collect materials and take notes Training session Questions
<i>Thursday, March 31 – Friday, April 1: Virtually introduce yourself to group</i>		
<i>Sunday, April 3 – Friday, April 15: Conduct individual conversations with students in group to build relationships</i>		
Saturday, April 16	Mentor Meeting #1 @ NJIT (Mandatory)	Review online surveys Explain and model research template Continue to build relationships with student group Establish communication structure and expectations
<i>Sunday, April 17 – Friday, May 13: Touch base with students in group to ensure research is completed and also to check in on progress</i>		
Saturday, May 14	Mentor Meeting #2 @ NJIT (Mandatory)	Brainstorm and develop resumes with students Aid in word usage Review template Student take feedback and finish at home
<i>Sunday, May 15 – Friday, May 27: Touch base with students in group to ensure they are working on their resumes</i>		
Saturday, May 28	Students submit resume to Mentor (via Google Docs)	Review final resumes
<i>Sunday, May 29 – Friday, June 10: Touch base with students in group about research as needed Touch base with students and have conversation about “non-negotiables” Revisit lists explain the model to reduce college lists Discuss ACT scores and the connection Discuss non-negotiables Explain the concept of a “balanced” list</i>		
<i>Sunday, June 12 – Friday, June 24: Touch base with students in group to ensure they are working on reducing list to 15</i>		
<i>Help students in your group prepare for College Day (6/18). Focus on strategy, first impressions, questions to ask, handshakes, attire, etiquette, and follow-up (thank you notes).</i>		
Saturday, June 18	College Day @ North Star (Newark, NJ) (Mandatory) Mentor Wrap-up	

Saturday, June 25	Students submit list of 15 colleges to Placement & mentor (via Google Docs)	Help SEEDS review list submissions Raise concerns directly with SEEDS
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