



## **AFSF Mentoring Guidelines 2021**

### *Expectations and Recommendations for guiding youth remotely*

Thank you for mentoring AFSF youth! Personal interactions with design + build professionals is consistently one of the most impactful aspects of students in our programs. You will have a profound effect on how they see a future for themselves in whatever they choose to pursue.

Here is some information on mentoring with the Architectural Foundation of San Francisco:

( \*Note: Some of this information has changed since it was first announced, )

- I. For the summer of 2021, we are seeking mentors for two of our programs:
  - A. **Summer Design Institute: June 14 - July 30** (no mentoring July 5-9)
    1. Two 3-week seasons (mentor June, July or both)
      - a) mentor a different student each session
    2. Twice per week, 1 hr. per session
      - a) 6 sessions with each student, 12 sessions total
    3. **Preferably Tues/Thurs 10-11am PDT**
      - a) If those hours don't work for you, choose your day/time.
  - B. **BUILD Antioch: July 26 - Aug 27**
    1. Once a week, 1 hr. per session
    2. **Preferably between 9am and noon PDT**
      - a) If those hours don't work for you, choose your day/time.
  - C. ***Please consider mentoring for both!***
    1. 10 weeks total
    2. 1 weeks of overlap (July 26 - 30)
- II. **Scheduling:** flexible hours
  - A. All mentoring sessions can be **tailored to fit your schedule**.
  - B. Times / days listed above are preferred but not required.
- III. **Who can mentor?** Anyone in the build + design world
  - A. We welcome any professional working in architecture, engineering, construction management, landscape architecture, interior design or related fields.
  - B. Mentors can work individually, in pairs or teams.
    1. Most mentors work alone
    2. We ask everyone to introduce their student to some of their colleagues.
- IV. **Who are these students?**
  - A. AFSF participants are high school students aged 14-18.

- B. The Summer Design Institute attracts youth from around the world, self-selected as considering a future career in architecture, engineering or design.
  - C. BUILD Antioch is a program for youth in northeastern Contra Costa County.
- V. **What will I do with them?** Mentoring a high school student with AFSF entails the following 3 (or 4) components:
- A. **Share your own professional experiences:**
    1. the field you're in, the scope of work you do
    2. what a typical year / week / day looks like for you
    3. the arc of your education and career
    4. how you made your choices, lessons learned along the way
  - B. **Introduce your intern to the specifics of your firm and your work**
    1. samples of projects you've done
    2. samples of specific tasks / products
    3. show / share tools (digital and otherwise).
    4. scope and arc of project work within your firm
    5. virtual tour / site visit of work space, work sites, completed projects
    6. introduce to others at the firm
  - C. **Provide feedback on work the intern is doing with AFSF**
    1. digital designs
    2. research projects
    3. compiling their portfolio
  - D. **(Optional): Assign a small project or task(s) they can complete for you**
    1. work with images or files, labelling, etc.
    2. graphic design, flyer, map, etc.
- VI. **How will mentoring take place?**
- A. Mentoring will occur remotely, like all aspects of AFSF programming.
  - B. Use whatever online meeting platform you use professionally (Zoom, Meet, etc.)
  - C. You will send your student a link for them to connect with you.
- VII. **What other expectations are there?**
- A. Model professional habits and behavior
    1. Communicate consistently with your student
      - a) e.g. if you need to reschedule a session.
    2. Professional and school-age-appropriate language and decorum
  - B. Keep us updated on your student's progress
    1. Complete a SHORT weekly survey on their participation
  - C. Show up to your student's final presentation, if you can
  - D. Spread the word! We're always looking for more mentors for our youth