



Retool Project Mentorship Program

The Retool Project at Northcentral Technical College (NTC) has established a Mentorship Program for current Machine Tool program students with the objective to contribute to their success and retention. The Mentorship Program serves as a key link in a support system for first- and second-year students and connects them with past graduates of the program currently working in the machine tool technics field. Past graduates who are experts in their fields are selected by the Principal and Co-Principal Investigators of the Retool Project grant. Mentors connect with students on an ongoing basis and help them through their educational journey. The Retool Project Mentorship Program includes procedures consisting of expectations, required interactions/activities and measures. Please direct questions regarding this program to the Principal and Co-Principal Investigators of the Retool Project.

Goal. The main goal of the Retool Project Mentorship Program is to identify and train former/past graduates or experts in the machine tool technics field (preferably Southeast Asian/Hmong) who can guide current Machine Tool program students through their educational journeys and thereby increase their successful advancement through graduation.

Purposes.

- To serve as role models
- To improve student retention and advancement
- To enhance the career actualization of NTC Machine Tool program students
- To provide support systems and reduce barriers experienced by students in their educational trajectories

Program Success Measures.

- Ongoing discussions between mentors and mentees over the course of the academic year
- Participation in quality surveys developed by the Retool Program evaluators
- Impact on improving student retention
- Increased learner satisfaction using benchmark surveys

Definition of Mentorship. Mentoring: A confidential process through which an experienced individual shares knowledge and provides professional companionship, feedback, support and assistance for the purpose of refining present skills, learning new skills and/or solving classroom- and/or work-related issues/opportunities.

Mentor Selection. The Principal and Co-Principal Investigators will select multiple mentors per semester (preferably Southeast Asian/Hmong machine tool technicians).

The Retool Project is made possible through the NSF, Division of Undergraduate Education, Advanced Technological Education (ATE) program which seeks to improve the education of technicians in science and engineering. It is awarded under the federal award identification number 2201611.

Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Northcentral Technical College, 1000 W. Campus Drive, Wausau, WI 54401. Phone: 715.803.1057



Mentor Qualifications. Specific qualifications may be required for mentors:

- Be in good standing with their employers
- Knowledge and experience in the machine tool field and willingness to share with mentee
- Demonstrate a working knowledge of machine tool technics industry
- Supervisor approval
- Excellent listening and communication skills
- Ability to serve as a role model or coach from whom the mentee may learn
- Good social skills/people-oriented
- Genuine interest in helping others/be supportive
- Comfortable and able to give appropriate feedback to mentee
- Ability to use professional network and resources to help mentee
- Commitment to personal and professional development for self and others
- Ability to motivate others
- Patient and confident
- Possesses integrity, trustworthiness, respect for others and for self
- Goal oriented

Mentor Expectations.

- Mentors are expected to check in with their mentees at least twice a month.
- The mentoring relationship is tracked for one year by the evaluation team.
- Mentor and mentees will maintain regular contact throughout the duration of the Program. It is likely that the mentor-mentee relationship will naturally continue after the conclusion of the tracking period, though the activities will no longer be formally assessed.
- Mentors will complete Evaluation Surveys.
- Mentors are expected to meet with their mentee approximately 30 hours per semester.
- Mentors can have two mentees at one time.
- Mentors are compensated \$600 for the semester.

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