



FranklinPierce
UNIVERSITY

PACE Program Manual

Pierce Alumni Career Education

Collaboration Between

Alumni Relations and Career Planning & Placement

We Remember Well
College →→University



Franklin Pierce University Alma Mater

Franklin Pierce, Franklin Pierce
We remember well.
Small and grand, you will stand,
We remember well.

Friends we knew, there we grew,
All our dreams at hand,
Mountain, pond, skies of blue,
Grand Monadnock's land.

Beacon bright, time will tell,
In our thoughts you'll dwell,
In our hearts, Franklin Pierce,
We remember well.

Lyrics: Professor Emeritus William Ball
Arrangement of traditional tune: Professor Brandes



Introduction

Franklin Pierce was chartered on November 14, 1962, as an institution with a goal of providing a well-rounded liberal arts education. It has met this goal beyond belief. Alumni are a significant part of the proof of this success.

Alumni relations and career planning & placement have partnered with the alumni association for assistance in identifying potential alumni participants and providing feedback for the Pierce Alumni Career Education (PACE) program. The program is designed to provide current students with a mentoring relationship and opportunities for career exploration with a talented pool of alumni volunteers.

The PACE program will:

1. Help students learn about specific career fields
2. Help students gain insight into the most effective ways to enter their field of choice
3. Help students develop networking contacts
4. Help students set realistic career goals
5. Help the alumni maintain a stronger connection to Franklin Pierce University
6. Support career planning & placement programming and opportunities

The PACE program will allow for the promotion of the following opportunities:

- ❖ *Mentoring Program* ~ enlisting the support of alumni from specific careers and academic programs to be available, through communication channels of their own selection, for current students and alumni to contact the mentor for guidance and feedback as a particular career is explored ~ the alumni relations office will work to recruit program mentors while the career planning and placement office will work to connect students and mentors as the needs arise
- ❖ *Job-Shadowing / Internships* ~ the PACE program will seek to identify alumni who are willing to allow a student to job-shadow for a day or intern for a longer period of time to benefit from experiential learning
- ❖ *Career Speakers* ~ bringing key alumni from specific careers and academic programs to the campus to participate in the *Conversations* program delivered through the Marlin Fitzwater Center for Communication, classroom presentations, career fairs and internship/recruitment tables
- ❖ *Young Alumni Networking* ~ encouraging our newest graduates to remain connected to each other and Franklin Pierce for support in their career and professional development



Objectives and Expectations

The PACE program is a collaborative initiative developed jointly by alumni relations and career planning & placement to facilitate communication between current students and alumni regarding career information and tips on entering specific professions. The program is designed as an academic year experience (fall and spring semesters) that will allow students and alumni to connect through e-mail, phone calls, on-site visits, job shadowing or on-campus events.

Major Program Objectives

1. To share information with students about a specific career field
2. To offer advice or tips with students about entering the field
3. To provide professional role models and mentors to students
4. To assist students in the developing networking skills and contacts

Expectations

STUDENT PARTICIPANTS

- ❖ To complete an application and interest form through career planning & placement
- ❖ To submit a professional resume as part of the application process
- ❖ To maintain regular contact with their Alumni Mentor
- ❖ To exhibit professional behavior at all times (dress, language, e-mails, etc)
- ❖ To maintain confidentiality
- ❖ To notify the director of career planning & placement of any concerns or problems
- ❖ To participate in year end reception/wrap-up
- ❖ To complete a program evaluation form
- ❖ To write a formal thank you to the Alumni Mentor at the end of the program

ALUMNI MENTORS

- ❖ To complete an application and interest form through alumni relations
- ❖ To update alumni relations with any changes in job or contact information
- ❖ To stay in regular contact with the student participant
- ❖ To share career tips and advice with the student participant
- ❖ To exhibit professional behavior at all time
- ❖ Limit contact to the context of their work environment
- ❖ Maintain confidentiality regarding the student participant's background
- ❖ Notify the alumni relations director of any concerns or problems
- ❖ Complete a program evaluation form
- ❖ To participate in a year-end reception/wrap-up on campus if possible



Recruitment Contact Guidelines

Overview

The mentoring program is a collaborative initiative developed jointly by alumni relations and career planning & placement to connect current students with alumni working in their major or field of interest. The goal of the program is to allow alumni to share their career expertise and insights with students while serving as professional mentors and role models.

Things to Remember

- ❖ Mentors are advisors: this is an information service, not a job placement service
- ❖ This is a professional partnership, not a social one
- ❖ The program runs for two semesters (fall and spring)
- ❖ Alumni Mentors may be in contact with students through one-on-one meetings, site visits, phone calls, or e-mails
- ❖ Alumni and students will establish a communication channel that works best for each participant
- ❖ It is hoped that Alumni Mentors and student participants will be in some type of weekly contact
- ❖ Alumni Mentor Profiles should be sent to the alumni relations director prior to selection for the program
- ❖ We cannot guarantee a match each year, but will make every effort to facilitate a positive mentoring connection for each alumni mentor
- ❖ If alumni are unable to participate in the year-long program they may add their information to an on-line alumni profile site or be added to a potential speakers list