

MENTORSHIP PROGRAM

THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS STUDENT CHAPTER AT UCLA

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MISSION STATEMENT

The American Institute of Chemical Engineers (AIChE) student chapter at UCLA founded the mentorship program to provide lower classmen opportunities to seek advice from the upperclassmen. Through various programs, mentorship provides its members with the opportunity to connect with others in their major and find study partners for the rest of their chemical engineering career at UCLA. This program also gives upperclassmen the chance to share their experience and learn to help their mentees in a constructive manner.

INTRODUCTION

Background

This mentorship program was instituted in 2007 as an effort to get members more involved in AIChE and help assimilate lower classmen and transfer students into the Chemical and Biomolecular Engineering department. The mentorship program pairs upperclassmen with newer students to give guidance into the UCLA environment. Many freshmen and transfer students have trouble adjusting to UCLA and do not know where to find help which causes feelings of uncertainty about their major and confusion in selecting classes. Mentors can help mentees in finding resources, planning coursework, composing resumes, and managing time. Through social events and new programs, we hope to help incoming students adapt to the social and academic life at UCLA and give them an introduction to the chemical engineering industry.

Tutoring

The mentorship committee is planning to create tutoring programs for chemical engineering students. The purpose of this program is to provide lowerclassmen an opportunity to get help with homework, prepare for exams, review coursework, and find potential study partners.

Although there are other tutoring programs such as Covel Tutoring, AAP Tutoring, and office hours, these programs do not always have classes pertinent to chemical engineering and because of the variety of majors at the tutoring sessions, it is often hard to find other chemical engineers in order to form study groups. AIChE's tutoring program will allow lowerclassmen to find help in classes important to chemical engineers and meet study partners for the rest of their career at UCLA.

TARGETS AND ACTIVITIES

In addition to organizing social events, we hope to create various programs that will aid the lowerclassmen with their classes. The first of such programs would be tutoring. Another event that we plan to host is a night in which mentees have a chance to talk with their mentors about classes and internships over coffee and snacks. We may also turn this into an event in which lowerclassmen are taught interview skills and table etiquette in order to prepare them for future job opportunities. Professors will be invited to come to have coffee and share their experiences with their potential students.

COST ESTIMATE

Alumni Panel

The Alumni Panel will provide underclassmen an opportunity to learn from the experiences of upperclassmen in finding internships, research, and full time jobs. Lowerclassmen will be given an opportunity to connect with alumni and ask questions. Snacks and drinks will be provided. This event is meant to take place in the Boelter Penthouse.

Alumni Panel Cost Estimate				
Item	Quantity	Unit	Unit Cost	Total Cost
Sodas	3	Case	\$5.00	\$15.00
Napkins	1	Bag	\$2.00	\$2.00
Plates	2	Bag	\$6.00	\$6.00
Pizza	4	Box	\$10.00	\$40.00
TOTAL REQUESTED FOR ALUMNI PANEL				\$63.00

Coffeehouse Night Social

The Coffeehouse Night will provide an opportunity for upperclassmen, lowerclassmen, and the faculty to connect while enjoying warm coffee at Kerchoff. During this informal occasion, lowerclassmen have the chance to ask upperclassmen and professors about internships, classes, research, and other opportunities in a stress-free environment. Professors will discuss their research and get to know their potential students on a personal level.

The format of the event will be as follows: everyone will get a cup of coffee and talk for about ten minutes. After that, the event will progress like a “speed date.” Every table will be occupied by two people, one of which will be a lowerclassman and the other an upperclassmen or professor. For fifteen minutes, they will either talk about classes, internships, or research, or have a mock interview with the upperclassman or professor. After fifteen minutes, a timer will go off and the lowerclassman will proceed to the next table to talk to another professor or upperclassman for another fifteen minutes. This event will go on for four rounds.

Coffee House Night Social Cost Estimate				
Description	Quantity	Unit	Unit Cost	Cost
Coffee	40	Coffee	\$3.00	\$120.00
Napkins	1	Bag	\$2.00	\$2.00
Utensils	2	Bag	\$1.00	\$2.00
Tea	2	Box	\$5.00	\$10.00
Creamer	1	Box	\$5.00	\$5.00
Tablecloth	1	Unit	\$1.00	\$1.00
Pastries (donuts)	5	Dozen	\$8.00	\$40.00
TOTAL REQUESTED FOR COFFEEHOUSE NIGHT SOCIAL				\$180.00

Game Night

Game night, which will be at the beginning of the school year, is a purely social event where mentors and mentees can meet for the first time. Through playing various games, we hope that mentees become more comfortable with their mentor and be willing to approach them for help. The games will be loaned from members of AIChE. This event is intended to take place after the fall quarter general meeting in Boelter Penthouse.

Game Night Cost Estimate				
Description	Quantity	Unit	Unit Cost	Cost
Sodas	6	Case	\$5.00	\$30.00
Napkins	1	Bag	\$2.00	\$2.00
Plates	2	Bag	\$6.00	\$6.00
Pizza	10	Box	\$10.00	\$100.00
TOTAL REQUESTED GAME NIGHT				\$138.00

Schedule Planning Night

Schedule Planning Night will help lowerclassmen plan their classes for the following quarter. Lowerclassmen will be given an opportunity to seek advice from upperclassmen on classes, professors, and general information about the major. Materials, food, and drinks will be provided. This event will take place on the hill in either Tom Bradley or DeNeve.

Schedule Planning Night Cost Estimate				
Description	Quantity	Unit	Unit Cost	Cost
Sodas	4	Case	\$5.00	\$20.00
Napkins	1	Bag	\$2.00	\$2.00
Plates	2	Bag	\$6.00	\$6.00
Pizza	5	Box	\$10.00	\$50.00
TOTAL REQUESTED FOR SCHEDULE PLANNING NIGHT				\$78.00

Tutoring

This tutoring program will involve three or four tutoring sessions, placed every two to three weeks, depending on the schedule of the tutor. First, handouts will be given out and there will be a brief review of the course material. Afterwards, tutees will be provided with snacks and

given the opportunity to ask questions. In addition, the tutoring session is during the class registration period, the lower classmen will be given an opportunity to ask officers and other upperclassmen about classes and professors after the review session.

Since this project is still in its initial stages of development, more information will be given once the program is tested out. Currently, mentorship only has tutoring sessions for Chem 20A (unless there are other upperclassmen willing to donate their time to hold sessions). For future quarters, we may need books for the tutor.

Tutoring Cost Estimate					
Description	Quantity	Unit	Unit Cost	Unit	Cost
Snacks	3	Sessions	\$20.00	Session	\$60.00
Textbooks	1-2	Books	\$120.00	Class	\$120.00
TOTAL REQUESTED FOR TUTORING (per session, per class)					\$180.00

CONTACT INFORMATION

Please feel free to contact our officers with any questions, comments, or suggestions. Thank you for your interest in contributing to our student chapter!

AIChE Officer Information	
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