

# Teach2Give Cohort Intern Mentoring Guide

- ✓ 12 Week Semester
- ✓ Meeting biweekly: 30 minutes per session
- ✓ 45-60 min

## Terms

## Overall Goals

**Key goal:** that they get hired.

After discussions with hiring managers (which need to occur each semester), key selection criteria include:

- **Time Management:** If a candidate shows up late for the interview, they're done. 50% or more are late for their interview. Stress Why it's important to be on time: respect, productivity, cost/profit based on billed hours.
- **Passion:** learning passion, does the candidate demonstrate a passion for technology? Will they be driven to learn new things? Will they explore? How much energy do they have?
- **Initiative:** candidates should go beyond what is taught in class. If they learned basic principles, did they go beyond and begin learning more complex principles?
- **Learning on their own time:** Did the candidate continue learning on their own? Were they resourceful in learning and trying different resources?
- **Personal Projects:** Did they create personal projects to demonstrate and showcase their skills? Is their GitHub portfolio well-documented and organized?
- **Fitting into a team:** Did the candidate work solo or did the candidate support the team? Did they help others? encourage others? Did they complete tasks with collaboration?
- **Technical Skills:** Candidates must be able to pass technical tests. Can they demonstrate their knowledge? How are their cohort grades (from the trainer)? Is the code documented? no unnecessary libraries. deadlines met. requirements satisfied. Have they gone beyond the minimum? g. error handling, extra features, and performance considerations.  
**Review their grades each week.**
- **Problem-solving skills:** Can the candidate apply technical knowledge to solve problems? What problems did they solve during the cohort? Did they solve problems methodically?
- Communication Skills:
  - ✓ Speaking to Kenyans: Does the candidate communicate confidently with other Kenyans?
  - ✓ Speaking to Americans: Does the candidate communicate with Americans confidently?
  - ✓ Speaking to a group: Are they willing to speak to a group? How are their video conference skills?

## Bi-weekly Meetings

These are suggestions, meant to make it easier. We will be updating this frequently as we learn. So, we encourage your feedback and suggestions. Send feedback to Wilfred.

## Session 1

### Objective

**Introduction:** help them understand the goals and objectives.

Asking for goals is important; many people don't have goals identified or written down.

Asking them to set goals greatly increases the probability of achievement. Make sure the mentee takes goal achievement as a part of their follow-up.

**Challenges:** Identify and overcome challenges. Sometimes they can't fully express their challenges. It is important to be vulnerable to sharing their issues. If they feel safe enough to give voice to their biggest challenges, they can work through them. Possible challenges include living situations, computer limitations, transportation, and understanding a specific subject.

What skills do you want to develop? Many don't know where to start; skill development is key. Don't be surprised; they aren't sure. Help guide them in a direction that aligns with their goals and skills needed.

How can I support you? It's important to be seen as a person. Mentoring helps people feel seen. Creates a safe place to be vulnerable.

## Homework Review

There is no homework to review yet.

## Discussion Suggestions

What is a successful life? How does a career fit into that view?

Are there specific things they want to gain from the mentoring relationship?

- Explain that scheduling is their responsibility.
- Explain that their success is also their responsibility.
- You are offering to help, but they need to take ownership.

## Introduction

- What is their degree?
- What are they learning in the cohort?
- What is the learning environment? Learn, apply, and receive feedback.
- What are their career goals?
- Talk about what you're going to cover.
  - o life goals
  - o communication
  - o feedback
  - o personal project to demonstrate learning
  - o interview prep
- talk about personal projects
  - o They need a GitHub account.
  - o Pick a project to demonstrate and extend learning.
  - o Tip: Do something related to a hobby. Examples:
    - book reviews
    - movie reviews
    - music reviews

We are not interested in complicated projects, so the personal project should be simple. This project will:

- Allow them to extend their learning.
- demonstrate skills
- demonstrate passion
- demonstrate they can finish a project—again, that's why simple is smart!

## Homework Assignment:

1. Write 3-5 sentences about what they think a successful life would look like.
2. Have them schedule the next mentoring meeting.
3. Have them write out some end goals for the cohort experience.
4. Pick out a personal project—something to which they will apply their learning.

## Session 2

### Objective

Begin making them comfortable with you and communicating; begin working on goals and achievements to pull them out of the Attachment (Cohort) program.

## Homework Review

1. Review Grades
2. Have them share their answer to the question, What is a successful life?
3. What is their personal project?

## Discussion Suggestions

Tell me about yourself in 5 minutes.

Why should TheJitu hire you?

- At this point, you are just getting the mentee to think about it.
- How do they want to answer the question in 9 weeks?
- How should they prepare for that now?

## Personal Project

Discuss the importance of a GitHub portfolio. Show how they went beyond the class and applied concepts to another use case.

Have the mentee map out a project plan.

- e.g. design the user experience, program the user interface, and develop the backend.
- Talk about Milestone 1: Recommendation: Design the user experience for

## Homework Assignment

1. Bring a graded assignment to review the feedback.
2. begin a GitHub portfolio.
3. begin a personal project.
  - a. milestone 1, e.g. designing the user interface or user experience.
4. For the next session, tell me about your hobby.
5. For the next session, give me an example of how you helped someone else in your cohort, demonstrating that you are working as a team.

## Session 3

### Objective

halfway: they should have a GitHub portfolio and a personal project started; look for key areas to improve. Their grades should all be 3/4/5. Homework Review

Review the graded assignment.

- What was at the core of what they did right?
- What can they do better?
- What was learned?

Review the GitHub project:

- does it exist?
- Is it organized and documented? If a hiring manager looks at it, will it leave a good impression? - Did they complete the first milestone?

Discuss an example of helping another cohort member.

### Discussion

Where are they falling behind? Consider the hiring criteria stated above. Do they have examples in at least half the areas? Identify areas where you can direct them to focus and seek examples (e.g., helping others in class).

### Communication Practice

- Tell me about your hobbies.
- What are your career aspirations?

Are you demonstrating leadership?

- presenting
- taking the initiative
- helping others

Topics they would like to discuss

### Assignment

1. Demonstrate a user interface in their personal project.

## Session 4

### Objective

A plan to finish strong on the personal project

### Homework Review

Review grades

Have them demonstrate the work they did on their personal project.

## Discussion Suggestions

### Communication Practice

Focusing on gratitude, have them describe the cohort experience thus far and what they've learned, emphasizing that they show gratitude for the opportunity.

### Personal Project

Discuss a plan for finishing their project.

- Total completion is not critical.
- However, they should be able to:
  - plan
  - set goals
  - communicate their plan.

Completion may be as simple as just completing the user interface and never touching the backend.

## Assignment

Complete the next milestone in their project; a typical milestone should be 2-4 hours of work.

Progress on a personal project demonstrates:

- passion
- Learning beyond the book
- ability to plan work and execute
- willingness to go beyond expectations.

## Session 5

### Objective

Interview preparation

### Homework Review

- Review project
  - present project
  - What did they learn by doing the project?
- Review Grades

## Discussion Suggestions

Communication Practice:

### Interview Practice

- What did you gain from the cohort experience?
- What's your dream job?
- What are your strengths? Give examples where those strengths were apparent. What abilities do you want to improve? How are you improving them?
- Why are you a good fit for this job?
- Describe examples of working as a team.

Topics they would like to discuss

## Assignment

continue to refine interview answers.

## Session 6: Role Play Activity: Final Interview Questions

### Objective

Wrap up!

## Homework Review

Homework review is part of continued interview practice.

## Discussion Suggestions

### Feedback on mentoring

- Did mentoring achieve their goals?
- Do they feel better prepared?
- Do they have suggestions?

FINAL: Interview preparation covers any prior weaknesses.

- Tell me about yourself.
- What are your career aspirations?
- What did you learn in the cohort?
- How did you demonstrate gratitude?
- How did you help others perform as a team?

role-play interviewing.

- remind them to be on time.
- remind them to be confident.

(You, the mentor.) Please provide feedback to Teach2Give leadership.

- Was this guide helpful?
- What changes should we make to improve the program?