Dear Howard University Alumni,

The Office of Career Services (OCS) is pleased to announce its Junior Experiential Learning (JEL) Program. The JEL Program will facilitate the career development and experiential education for the junior class. The goal is to help each student secure an internship or other experiential learning opportunity in his or her field of study. As part of our partnership with Howard University Alumni Relations and the Howard University Alumni Association’s Alumni Club of Greater Washington DC, I would like to invite you to become an Alumni Career Mentor to students who are members of this program. The objectives of the JEL program are to:

- Promote a culture that provides support to enrich each student’s journey to become a successful member of the workforce.
- Increase experiential learning opportunities for Howard students
- Establish a pipeline to full-time employment during the senior year
- Facilitate student career development through training and mentorship

This exciting opportunity has the potential to establish a new standard for alumni-student relationship and we are seeking your support and assistance to prepare the new cohort of professionals that will embark on their journey to successful careers. Your active participation is vital to the success of the program and the fulfillment of its goal, as we aim to match each student with an Alumni Career Mentor in their field of study.

I invite you to join us on this journey to provide our students with one of Howard’s greatest resources, our Alumni! To be considered for the opportunity to become an Alumni Career Mentor under the JEL program, please review the information below, submit your completed online application at https://howard-csm.symplicity.com/surveys/JELCareerMentorApplication and email your resume by June 30, 2016. I also encourage you to invite fellow alumni to participate as we work together to achieve “Excellence In Truth and Service”.

Sincerely,

Jozanne Douglas, M.S., GCDF
Director, Career Services
JEL ALUMNI CAREER MENTOR PROGRAM OVERVIEW

The Office of Career Services (OCS) Junior Experiential Learning (JEL) program will offer Howard undergraduate students the opportunity to develop a relationship with an Alumni Career Mentor who shares similar educational and professional experience. Alumni Career Mentors will help students achieve career and job search success. The Junior Experiential Learning (JEL) Program aims to increase the number of students who graduate with practical work experience, increase the number of students who have completed internships, increase the opportunity of students graduating with a job in their field of study and increase overall job placement (career outcomes) of graduating seniors and alumni.

Through the Alumni Career Mentor partnership, students will have the opportunity to meet with current industry experts who share their career goal profile. Alumni will commit to the mission of the Office of Career Services and assist our students with confidence, purpose, and persistence throughout their pursuit of success. They will commit to engaging in the assigned student’s career development and assist them with securing an internship.

Alumni will serve as Career Mentors who provide assistance with the following:

- **Resume Reviews** - review submitted resumes and provide constructive criticism
- **Mock Interviews** - review submitted video uploads and provide feedback
- **Professional Etiquette** - offer real world examples of industry specific workplace etiquette
- **Career Advice** - provide advice, coaching and/or feedback on career goals
- **Networking** - offer tips to enhance student networking skills

### ELIGIBILITY

1. HU Alumni
2. At least 3 years of work experience
3. Professional experience with one or more of the following:
   - Mentoring
   - Resume reviewing
   - Interviewing
   - Training and development

### REQUIREMENTS

1. [Submitted application] and resume
2. Commit to **one (1)** academic year of service
3. Commit to **two (2)** in-person career development events
4. Commit to mentor up to 10 students (**dependent on Alumni Participation**)
5. Maintain communication via phone, video chat, or e-mail at least **3 times** each semester
6. Maintain confidentiality of student information
PROGRAM SCHEDULE

1. Program runs from **September** to **April**
2. Student applications will be reviewed **April-May**
3. Alumni applications will be reviewed **May-June**
4. Matching takes place and Alumni will be notified of their assigned student(s) in **July**
5. Students will be notified of their assigned mentor in **August**
6. Alumni and students meet at the JEL Program Orientation in **September**

SUPPORT THE PROGRAM

If you would like to support the program with a donation for program materials please click on the links provided to view the products and place orders. If you have any questions please contact Ms. Aminata Kamara at aminata.kamara@howard.edu or have items mailed to:

**Office of Career Services**
C/O Aminata Kamara
CB Powell Building, Suite 212
525 Bryant Street, NW
Washington, DC 20059

PROGRAM MATERIALS

1. Training materials
   - **Job Search DVD**
   - **Dress and Groom for the Workplace DVD**
   - **Soft Skills in the Workplace DVD**

2. Camera
   - **option 1**
   - **option 2**

3. Computer: laptop and accessory

STUDENT MATERIALS

If you would like to support the program with a donation for student materials, please follow these instructions:

1. Click on product links to view options and make selection(s), then
2. Contact vendor: Blue Chip at 301-460-7070
3. Inform representative donation should be applied to: Office of Career Services JEL Program

**Student Supplies List**

1. Leather notebook **folders** (WNZAK-DYGRT)
2. Business card holder and pen **set** (SMGAI-I2UJF)
3. Portable **charger** (NPACG-KUGAJ)
4. Shoe shine **kit** (OSXDJ-BRJHE)
5. Lint **stick** (BTAAG-KZDGV)
6. Hand **sanitizer** (PSYYJ-ITDPS)
7. Pocket **mints** (NQDDB-DQDRQ)