



STC HOUSTON – STUDENT/MENTOR “SPOTLIGHT” PROJECT

In an effort to build our relationships with local students, as well as reconnect and honor our senior-level STC members in Houston, the STC Houston Admin Council will implement a student/mentor project, as defined below.

The Student/Mentor Spotlight Project involves students in the area writing Spotlight articles about senior-level members. This benefits the students and also the senior-level members in the following ways:

- Students make a valuable contact with a Houston-area technical communications professional with years of experience.
- Students have the opportunity to get published online.
- Mentors get recognition for their past accomplishments and contributions to our chapter, as well as some publicity for their current business.
- Mentors also get the chance to share their knowledge and guide a future technical communication.
- The chapter benefits through stronger student communications and involvement, hopefully bringing in some new members once the students graduate and move into working in our field.

1. ESTABLISH AND PROMOTE THE STUDENT/MENTOR “SPOTLIGHT” PROJECT

- Educate the council about the mentoring plans and gather feedback. (President)
- Contact local professors and student contacts about the opportunity and ask them to promote. (Student Liaison)
- Poll the Admin Council to get a list of Senior-Level STC members that we would like to Spotlight. (Student Liaison)
- Notify the Newsletter Editor of the upcoming plans for articles. (Student Liaison or President)
- Record the activity where appropriate on the Chapter Achievement Award application. (President)

2. COMMUNICATE STUDENT REQUIREMENTS

- Ask each professor to nominate 1-2 students for the project. Professors need to communicate the program objective and requirements to their students before nominating them, and send only the names and contact information of students who are interested. (Student Liaison)
- Contact each student nominated, and establish the schedule for their article. Let them know that you will email them the contact information for their “spotlight” member soon. (Student Liaison)
- Encourage the students to do the interview either by phone, or if the mentor is available to meet for coffee or in person. Explain this is an interview, but also that the mentors can share valuable information about working in the field of Technical Communication. (Student Liaison)
- Confirm deadlines with the newsletter editor. Ask the format preferred (Q&A with a Did You Know type of box showing bulleted fun facts about the mentor? Article/newspaper format?) (Student Liaison or President)

3. COMMUNICATE SPOTLIGHT MEMBER REQUIREMENTS

- Notify those senior-level mentors who have been nominated to be featured. Try to contact by phone, if possible, as it is more personal. Tell the mentor the project scope, and determine the best time for them to be contacted. Explain that the students will either do phone or in-person interviews, if mentors are able. (Student Liaison or President)
- Write a short article to go alongside the first Spotlight article in the newsletter, explaining the program. (President)
- Follow up with mentors to make sure their experience was positive. Invite all mentors to our Volunteer Recognition meeting in June, where we hope to take a group picture of students and mentors and thank them all for their participation. (Student Liaison or President)

4. FACILITATING THE SPOTLIGHT STUDENT/MENTOR PROGRAM

- Draft and share a document with information about the student requirements, including a list of what type of information is expected, how long the articles should be (checking with the newsletter editor on preferred length), and some "don'ts" too. (Student Liaison)
- Work with the Newsletter Editor to gather feedback on what they're seeing, if there are any tips we can share with the students. (Student Liaison or President)
- Stay in contact with area professors who are participating in the program, to answer any questions. Invite area professors to a free meeting for our Volunteer Recognition, and recognize them for their participation. (Student Liaison)
- Gather feedback from the students on their experiences for the next year's program. Encourage students and mentors to meet at an upcoming STC program so they can meet in person! (Student Liaison)

5. RECORDING NOTES ABOUT THE PROGRAM FOR NEXT YEAR

- Record any notes for the next year in this area, to be passed along to the President and Student Liaison volunteer.