

Knights Career Quest

KCQ

A Mentor Program at Northwood University



Discover the leader in you.
www.northwood.edu

CAREER SERVICES
NORTHWOOD UNIVERSITY
1114 West FM 1382
Cedar Hill, TX 75104
972.293.5452

Knights Career Quest

Table of Contents

KCQ Meeting Schedule	2
How KCQ Mentors and Students are Matched	3
KCQ Student Information Sheet.....	4
KCQ Student Benefits and Protocol	5
KCQ Student Application	6
KCQ Mentor Information	8
KCQ Mentor Benefits and Responsibilities	9
KCQ Mentor Application	10
KCQ Mentor/Student Survey Link	12



Knights Career Quest

KCQ Schedule

September	Meet Your Mentor/Student Lambert Commons 6:00 – 8:00 pm
October	Mentor and student meet as arranged
November	Mentor and student meet as arranged
December	Knights Career Quest meeting/reception Location TBD 6:00 – 8:00 pm
January	Mentor and student meet as arranged
February	Mentor and student meet as arranged
March	Knights Career Quest Meeting: Lambert Commons 6:00 – 8:00 pm
April	Mentor and student meet as arranged



Knights Career Quest

Knights Career Quest Student Information Sheet

Purpose

To create a forum for students to gain knowledge about careers by pairing them with alumni, Success North Dallas members (SND), Cedar Hill Chamber of Commerce (CHCC), and other business professionals who will provide the benefit of their professional experience and insight.

Requirements

- Must be a currently enrolled Junior or Senior student at Northwood University
- Maintain a GPA of 3.0 or higher
- Commit to the length of the program (8 - 9 months)
- Attend scheduled Knight's Quest meetings and meet with mentor individually
- Commit to a minimum of two contacts per month, one must be face-to-face
- Complete Student Application Form

Why Join the Program?

- To develop a network of resources that will assist in achieving career goals and professional development
- To learn about career development and have career questions answered by alumni, SND members, CHCC, and other business professionals in the workplace
- To have varied career opportunities such as attending a professional meeting or conduct job shadowing with a mentor

Commitment

Mentors and students will have a minimum of two contacts per month between September and April. Mentors and students may choose to meet more frequently. (See KCQ Meeting Schedule for time and location)

- | | |
|-------------------------|--|
| • September 2010 | “Meet Your Mentor” Reception |
| • October 2010 | Mentor and student meet (prearranged activity) |
| • November 2010 | Mentor and student meet (prearranged activity) |
| • December 2010 | Knight's Career Quest meeting/reception |
| • January 2011 | Mentor and student meet (prearranged activity) |
| • February 2011 | Mentor and student meet (prearranged activity) |
| • March 2011 | Knight's Career Quest meeting/reception |
| • April 2010 | Mentor and student meet (prearranged activity) |



Benefits of Being in a Mentoring Program

- Enhance upward mobility by learning what it takes to make successful career choices.
- Become exposed to creativity and new ideas surrounding your field of interest.
- Acquire experience vicariously by learning from your mentor's mistakes and successes.
- Gain a different point of view by having another set of eyes and ears to identify areas of professional challenge and career importance.
- Get a more accurate and honest self-assessment of your strengths and weaknesses.
- Learn to be more goal-oriented in your career development.
- Set goals by learning the skills and value of effective goal-setting techniques.
- Learn the importance of networking from a mentor.
- Access to a safe and controlled environment to test your ideas and viewpoint.
- Get the big picture by continuing a relationship with your mentor who can help you maintain a broader perspective of your future career goals.

Protocol for Students

- Wear appropriate attire
- Be prepared
- Be punctual for all meetings
- Be respectful of your mentor's time and schedule
- Be an active listener
- Be open-minded
- Take action on assignments
- Accept constructive criticism
- Stay with career/professional issues unless your mentor indicates a willingness to discuss other topics
- Be appreciative of your mentor.
- Contact the Career Services Office for assistance if you have any questions or concerns.

Knights Career Quest

Student Application

Name _____ Student ID# _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____@northwood.edu

Gender: ___ Female ___ Male

Career Interests: _____

Hobbies/Interests: _____

I prefer a ___ Male Mentor ___ Female Mentor ___ No Preference

Other information you would like considered when matching you with a mentor:

To be eligible for the Knight's Career Quest, you must meet the following requirements:

- Currently enrolled junior or senior student in good standing
- GPA 3.0 or higher
- All majors welcome to apply

Major: _____
GPA: _____ Anticipated Graduation Date: _____

To apply for the Knight's Career Quest Program, please submit the following information to the Career Services office.

- Completed Application Form
- Current Class Schedule
- Unofficial Transcript
- Resume
- A typed statement regarding why you want to be chosen for the Knight's Career Quest and your career goals. (Minimum 2 paragraphs/maximum 1 page)

Return application package to Career Services, Butler Building, Room 102.

Applicant Signature

Date



Potential Activities

- Discuss immediate and long term career goals
- Have your mentor review your resume
- Discuss mentor relationships your mentor has benefited from in the past
- Complete a mock interview with a colleague in your mentor's organization
- Obtain contacts for internship positions
- Attend a meeting with your mentor at his/her organization
- Shadow your mentor for a day at work
- Invite your mentor to campus to attend a class or have lunch
- Go out to lunch on a periodic basis
- Attend a business related social function with your mentor
- Look for networking opportunities with your mentor's contacts
- Attend an industry sponsored event with your mentor
- Discuss the culture at your mentor's organization and its pros and cons
- Ask your mentor to serve as a sounding board for new business ideas
- Discuss the ups and downs of your mentor's career
- Ask your mentor to recommend reading materials such as trade magazines, books, or articles, etc.
- Discuss a current important topic at your mentor's work location
- Discuss desired career field, i.e. job titles, descriptions, salary, benefits
- Discuss qualifications that should be obtained in addition to a college degree.

Other activities: _____

"Always bear in mind that your own resolution to succeed is more important than any other."
[Abraham Lincoln](#)



Purpose

To create a forum for students to gain knowledge about careers by pairing them with alumni, Success North Dallas members (SND), Cedar Hill Chamber of Commerce, and other business professionals who will provide the benefit of their professional experience and insight.

Requirements

- Must have a minimum of five years professional business experience
- Commit to the length of the program (8 – 9 months)
- Attend scheduled Knight's Quest meetings and meet with students individually
- Be available to answer phone calls and emails from the student
- Commit to a minimum of two contacts per month, one must be face to face
- Complete Mentor Application Form and provide a current copy of resume

Why Join the Program?

- To provide students with professional development opportunities
- To provide students with real world insights into careers
- To provide business professionals a forum to share knowledge and experience with students
- To partner with Northwood University in "Developing the Future Leaders of a Global, Free-Enterprise Society."

Commitment

Mentors and students will have a minimum of two contacts per month between September and May. Mentors and students may choose to meet more frequently. (see KCQ Meeting Schedule for time and location)

- | | |
|-------------------------|--|
| • September 2010 | "Meet Your Mentor" Reception |
| • October 2010 | Mentor and student meet (prearranged activity) |
| • November 2010 | Mentor and student meet (prearranged activity) |
| • December 2010 | Knight's Career Quest meeting/reception |
| • January 2011 | Mentor and student meet (prearranged activity) |
| • February 2011 | Mentor and student meet (prearranged activity) |
| • March 2011 | Knight's Career Quest meeting/reception |
| • April 2010 | Mentor and student meet (prearranged activity) |



Benefits of Being a Mentor

- Serving as a role model to students by demonstrating leadership abilities.
- Helping a student delineate and attain personal and career goals.
- Sharing the knowledge and expertise gained in your field with students.
- Reinforcement of professional identity by reviewing personal and work accomplishments.
- Further development of interpersonal, motivational, coaching and counseling skills.
- Satisfaction of knowing you played an important role in a student's life.
- Having a first-hand opportunity to impact the future of Northwood University by affecting the next generation of alumni.

Responsibilities of a Good Mentor

- Be a positive role model for your student.
- Be available for your student as much as your schedule allows.
- Have a working knowledge of Northwood University's philosophy and outcomes. (Refer to the NU Bookmark or website)
- Be a good listener who offers moral support and encouragement.
- Exhibit high self-esteem and challenge mediocrity so that students can build confidence.
- Clearly outline and discuss your student's responsibilities.
- Be aware of who your student is and what is important to him/her.
- Encourage and assist in goal-setting and accountability with your student.
- Assist in the development of their skills and talents.
- Help your student develop appropriate personal, professional and social skills.
- Ensure your student learns the skills to be independently successful.
- Guide and motivate your student in developing and achieving realistic career and academic goals.
- Guide students in long-term development and making critical career choices.
- Support your student's goals; if necessary provide alternatives for them to achieve their goals.
- Provide your student with constructive criticism.
- Serve as both a resource and referral to your student.
- Have fun and learn from each other.
- Contact the Career Services Office for assistance if you have any questions or concerns.

Knights Career Quest

Quest

Knights Career Quest Mentor Application

Name: _____

Organization: _____

Position / Functional area: _____

Phone number: _____ E-mail: _____

Previous work experience: _____

Major or concentration in school: _____

School(s) attended: _____

Approximate monthly time commitment to this relationship: _____
(Minimum two days)

Could you work with more than one student at a time? Yes No

If yes, how many? _____

Your expectations of the student's role in this relationship: _____

Please complete your application electronically at:

<http://www.northwood.edu/forms/careerservices/tx/mentorapplication/> and email your resume to careertx@northwood.edu. If necessary you can mail or fax information to Career Services at 469.272.5666.

Mentor Signature _____ Date _____



Potential Activities

Please check all the activities you are interested in and able to provide for a student.

- Discuss the student's immediate and long term career goals
- Review the student's resume
- Discuss mentor relationships you have benefited from in the past
- Arrange for a mock interview with a colleague in your organization
- Suggest contacts for internship positions
- Invite the student to attend a meeting with you at your organization
- Ask the student to "shadow" you for a day at work
- Come to campus and attend a class or have lunch with the student
- Go out to lunch on a periodic basis
- Invite the student to a business related social function
- Provide networking opportunities with people outside of your company
- Invite the student to an industry sponsored event you are attending
- Discuss the culture at your organization and its pros and cons
- Serve as a sounding board for new business ideas
- Share with the student the ups and downs of your own career
- Suggest reading materials such as trade magazines, books, or articles
- Ask for the student's input on an important topic at your work location
- Discuss desired career field, i.e. job titles, descriptions, salary, benefits, additional qualifications the student should obtain in addition to a college degree.

Other suggestions:

*"The first responsibility of a leader is to define reality. The last is to say thank you.
In between, the leader is a servant."*

[Max de Pree](#)

Mentor and Student Survey will be completed at the end of the year.

Mentor Survey Link

Please take a moment to complete this survey regarding your experience in this year's Quest. Your feedback is valuable to us, as it will help us to make the Knight's Career Quest better in the coming years. Please be honest, we want to know what you think. You can **complete it online at:** <http://www.northwood.edu/forms/careerservices/tx/mentorsurvey/>. If you have any questions please contact Career Services at careertx@northwood.edu.

Student Survey Link

Please take a moment to complete this survey regarding your experience in this year's Knight's Quest. Your feedback is valuable to us, as it will help us to make the Knight's Career Quest better in the coming years. Please be honest, we want to know what you think. You can **complete it online at:** <http://www.northwood.edu/forms/careerservices/tx/studentsurvey/>. If you have any questions please contact Career Services at careertx@northwood.edu.



Knights Career Quest

Discover the leader in you.



Northwood University • Career Services

1114 West FM 1382

Cedar Hill, TX 75104

972.293.5452

careertx@northwood.edu