

Jump Start Micro-Enterprise Credential: Mentor Network Outreach

(Updated: July 2016)

Implementing the Micro-Enterprise Credential will require high schools to develop a network of mentors who will help students complete their Self-Assessment Presentations. Your investment in creating a mentor network will provide major benefits for your students for years to come.

A mentor network can consist of two different types of mentors:

- 1) In-person mentors recruited from area businesses; and
- 2) Virtual mentors selected among the limitless industry professional available via Nepris.

The Louisiana Council on Economic Education (LCEE) – a key Jump Start implementation ally – is available to help high schools form their mentor networks (see next page).

These mentors can also help schools implement other innovative Jump Start initiatives, like the Virtual Workplace Experience (a new credit-bearing course that serves as an alternative to Internships for students who attend rural schools where internships are not readily available, or who lack the personal transportation to participate in an internship) and the new generation of Basic and Advanced Career Readiness courses.

This resource provides a “kit” that CTE Supervisors, high school principals and teachers can use as they consult with LCEE and Nepris in creating their mentor network. The table below indicates the timeline for creating a mentor network as well as the resources available to help each step of the way.

Timeframe	Action Step	Implementation Resources
Summer	<ul style="list-style-type: none"> • Contact local Rotary and/or Chamber of Commerce to recruit in-person mentors • Register for Nepris, select mentors in industry sectors relevant to the Jump Start graduation pathways supported by each high school 	<ul style="list-style-type: none"> • LCEE Mentor Network • Recruitment email • Recruitment memo • Nepris Resources by Graduation Pathway (Resource 08-03)
Summer / Fall	<ul style="list-style-type: none"> • Presentation to local Rotary and/or Chamber of Commerce describing the mentor role (limited time commitment / maximum student impact) • Schedule mentors (via group emails) • Follow-up to confirm mentor participation 	<ul style="list-style-type: none"> • Micro-Enterprise Credential Overview • Mentor Role Description (Resource 05-04)
Fall / Spring	<ul style="list-style-type: none"> • Hold Self-Assessment Presentations / secure mentor feedback • Contact media / press release on school mentors • Send student-developed Thank You Notes 	<ul style="list-style-type: none"> • Press Release Template
Summer	<ul style="list-style-type: none"> • Re-contact Rotary / Chamber of Commerce, recap prior year successes, renew / expand mentor network participation 	

The following pages provide the implementation resources cited in the table above.



LCEE Mentor Network



The **LCEE Mentor Network** helps educators find local and online mentors to connect with their students.

The **LCEE Mentor Network** enables Louisiana schools to implement innovative Jump Start opportunities, including credit-bearing courses like the Virtual Workplace Experience and industry credentials like the Micro-Enterprise Credential.

Benefits to Mentors	<ul style="list-style-type: none"> Mentors help Louisiana high school students learn about high-demand industry sectors and master effective employability skills. Mentors can provide high-impact help to students with a minimal time commitment. Mentors report greater job satisfaction / commitment to their employers.* (*2013 study, Journal of Vocational Behavior)
Benefits to Students	<ul style="list-style-type: none"> Students practice and master essential employability “soft skills” by interacting with mentors. Students get to engage with local and global industry experts, in the industries they most want to learn about. Students unable to participate in workplace internships can complete Virtual Workplace Experience that earn them academic credits that count as part of every Jump Start graduation pathway.
Benefits to Teachers	<ul style="list-style-type: none"> Mentors help teachers link academic and CTE subjects to real-world applications. Teachers can use industry experts for class presentations and as judges for class projects / competitions. Starting in June 2017 Louisiana teachers will be able to complete multi-industry virtual externships (details – including available stipends and resulting teaching resources – to be announced this fall).
Benefits to Schools	<ul style="list-style-type: none"> Mentor engagement enables students to complete courses that count as part of every Jump Start pathway. Mentor engagement is a critical component of the Jump Start credentials like the Micro-Enterprise Credential (a low-cost, gender-neutral credential that every Louisiana student can attain). Mentor-driven courses enable districts and charter schools to earn additional CTE and CDF funding.

LCEE Mentor Network: Getting Started

In-Person Mentors: Contact LCEE 	<p> Go to http://www.lcee.org</p> <p>Step 1 Click “Mentor Request Form” tab</p> <p>Step 2 Fill in all applicable fields*</p> <p>Step 3 Click “Submit” tab</p> <p>Step 4 LCEE confirms request, provides instructions for contacting mentors in your area</p> <p><i>*Please complete all form fields; this will enable LCEE to identify the most appropriate mentors</i></p> <div data-bbox="1071 1239 1477 1333" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> General Jump Start questions: email JumpStart@la.gov </div>
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LCEE Support: Submit a question to laura@lcee.org or call (225) 751-9971

Virtual Mentors: Contact Nepris 	<p> Go to http://www.Nepris.com</p> <p>Register your school to use Nepris, complete your hands-on training session</p> <p>Step 1 Click on the “Join Today” button</p> <p>Step 2 Validate account</p> <p>Step 3 Fill in fields on the next three (short) screens</p> <p>Step 4 Click on “Create New Request” – <i>please allow three weeks to match your request</i></p>
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Nepris Support: Submit a question to support@nepris.com Register for a webinar <http://www.nepris.com/Webinar>
 Access Help Videos <https://app.nepris.com/#helpvideos/expert> Call for support (855) 472-2567



Micro-Enterprise Credential – Mentor Recruitment Email

My name is [name]. I work at [school district / high school]. We are dedicated to helping our students graduate high school prepared to succeed in the world of work, with the academic foundation they need to continue their education at a two- or four-year college.

I'm sending this email to ask you to become a Jump Start mentor to our high school students who are attaining the Micro-Enterprise Credential.

The way we've organized our implementation of Jump Start enables mentors to dedicate a minimum of time – no more than an hour at a time, only as often as your schedule allows – and use this time to have a tremendous positive impact of our students and our school community.

Are you willing to consider serving as Jump Start mentor?

If you are willing to serve as a Jump Start mentor – or if you're uncertain but would like to learn more – please respond to this email.

I will contact everyone interested in learning more about being a Jump Start mentor to describe Jump Start (the state's new program of career and technical education that emphasizes student employability skills) and the Micro-Enterprise Credential.

I will demonstrate how easy it is to be a mentor and how mentors can have a positive impact on our high school students that helps them during high school and throughout their early careers.

Thank you in advance for considering being a Jump Start mentor.

Micro-Enterprise Credential – Mentor Recruitment Memo

CTE Directors, high school principals and/or teachers can cut and paste the memo below on their stationary to use with their mentor recruitment efforts.

DATE:

FROM:

TO:

SUBJECT: RECRUITING JUMP START MENTORS

This memo describes how Jump Start mentors can have a tremendous positive impact on our high school students with a minimal time commitment.

Our Request

We are seeking local industry leaders to serve as mentors to our high school juniors and seniors as they work to earn their Micro-Enterprise Credential.

Serving as a mentor can take as little as one hour per semester. This modest time investment will have life-long benefits for the students you mentor.

Details

- 1) Mentors agree to participate in a Self-Assessment Presentation by students seeking the Micro-Enterprise Credential.
- 2) We provide mentors with a brief over-the-phone orientation and a Student Presentation Checklist (attached) they use for each student's presentation. We encourage our mentors to provide any motivating input they believe will help students improve their workplace communication skills.
- 3) We schedule your presentation via email at a time convenient to you and appropriate for each student's schedule. You will listen to the presentations of one or a small group of students. You can provide reactions to the students in an informal question and answer period. You then complete the Student Presentation Checklist for each student and return it to me.
- 4) Students will write a Thank You Note expressing their appreciation for your mentorship.

That's it! A focused, structured interaction that will have a very significant positive impact on our students, while helping them attain the Micro-Enterprise Credential and graduate with a Jump Start Career Diploma.

Thank you in advance for considering service as part of our Jump Start Mentor Network.

Micro-Enterprise Credential Overview

The Micro-Enterprise Credential provides students of all abilities and interests with the workplace behaviors and communication skills they need to be effective small business employees and (one day) small business owners / entrepreneurs.

Students must complete five modules to attain the Micro-Enterprise Credential.

1 Self-Assessment	Behaviors and skills that lead to business and life success				
2 Self-Assessment Presentation	Determination, Self-Motivation, Self-Discipline and Grit	Problem Solving and Teamwork	Communication Skills, Comfort Engaging with Strangers	Financial and Computer Literacy	Personal Capabilities and Support Systems
3a Key Financial Concepts	Learning the financial concepts essential to the success of every small business and start-up				
3b Credit Applications	Completing bank and online credit applications that small business owners and entrepreneurs need to master				
4 Company Registration	Using the <i>geauxBIZ</i> student portal to complete actual company registration forms				
5 Micro-Enterprise Credential Exam	Demonstrating mastery of the skills necessary to be a successful small business employee and owner / entrepreneur				

The Micro-Enterprise Credential emphasizes the development of each student’s writing and verbal communication skills . . . practical skills like the completion of credit applications and actual company registration documents . . . and mastery of key financial concepts.

Students who graduate with the Micro-Enterprise Credential will enter the workplace prepared to succeed in entry-level jobs, with the academic foundation necessary to continue their education in a community or technical college.



Jump Start Mentor Student Presentation Checklist



Micro-Enterprise Mentor: Student Presentation Checklist			
Student		Date	
		Length of Presentation (minutes)	
Mentor			Mentor Email

Please indicate Yes or No for each criterion below and return this one-pager to the teacher when the presentation is over. Please also provide any additional feedback or guidance you think will benefit the student.

	Yes	No
The student presentation covered four required topics:		
1. How one or more of the behaviors, skills or capabilities are used in his/her personal life, school, or work:		
➤ Determination, Self-Motivation, Self-Discipline and Grit	<input type="radio"/>	<input type="radio"/>
➤ Problem Solving and Teamwork	<input type="radio"/>	<input type="radio"/>
➤ Communication Skills, Comfort Engaging with Strangers	<input type="radio"/>	<input type="radio"/>
➤ Financial and Computer Literacy	<input type="radio"/>	<input type="radio"/>
➤ Personal Capabilities and Support Systems	<input type="radio"/>	<input type="radio"/>
2. His/her Self-Assessment results:		
➤ Strengths	<input type="radio"/>	<input type="radio"/>
➤ Areas for Improvement (plus steps he/she will take to improve)	<input type="radio"/>	<input type="radio"/>
3. Overall lesson learned from completing his/her Self-Assessment	<input type="radio"/>	<input type="radio"/>
4. Career interest(s) and initial thoughts on he/she will achieve personal career goals	<input type="radio"/>	<input type="radio"/>
The student made an honest effort at self-reflection	<input type="radio"/>	<input type="radio"/>
The student asked at least one engaging question <i>ex. regarding the mentor's industry, industry employment requirements, company or career path, and/or asked the mentor's opinion</i>	<input type="radio"/>	<input type="radio"/>
The student demonstrated appropriate:		
1. Eye contact	<input type="radio"/>	<input type="radio"/>
2. Voice volume and clarity of speech	<input type="radio"/>	<input type="radio"/>
3. Use of notes, handouts, and/or presentation	<input type="radio"/>	<input type="radio"/>
4. Body language	<input type="radio"/>	<input type="radio"/>

Mentor Feedback for Student (please include any additional comments, suggestions or guidance)

LOCAL BUSINESS EXPERTS SERVE AS JUMP START MENTORS

Area business leaders work with students to attain an entrepreneurship credential

[city], La. – Local business experts are working with high school teachers to help students attain an entrepreneurship credential and graduate with a Jump Start Career Diploma.

Jump Start is the new Louisiana program that enables high school students to graduate with industry-based credentials and other essential workplace skills, while completing the academic foundation to continue their education at a community or technical college.

[name of teacher] at [name of high school] has recruited a team of local business leaders to serve as Jump Start mentors to [his/her] students. These students are attempting to earn their Micro-Enterprise Credential, an industry-based credential that helps students master the skills they'll need to be effective small business employees and – one day – business owners and entrepreneurs.

“Jump Start mentors provide an invaluable service to our students,” said [name of teacher]. “Students make a presentation of their career interests, as well as their personal strengths and areas for improvement. Mentors provide feedback and guidance. We find that students are incredibly motivated by the opportunity to engage with business leaders. This is an interaction they'll always remember.”

So far [high school] has recruited [#] of local business experts to serve as Jump Start mentors. [##] of students are attempting to attain their Micro-Enterprise Credential. Juniors who are attempting to attain the Micro-Enterprise Credential this year will have the opportunity next year to attain an advanced version of this credential that enables them to master additional business and leadership skills.

[mentor quotation on how rewarding and easy serving as a mentor has been]

[principal quotation on how the school supports many different Jump Start graduation pathway]

[Superintendent quotation on how the district is preparing students to succeed in college and career]

To learn more about Jump Start, text your question to 99008 or email your question to JumpStart@la.gov

For more information on how [name of high school and/or district] is helping students prepare for college and career go to: [district / high school [link](#)]

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