

# Knights Career Quest

## KCQ

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### *A Mentor Program at Northwood University*



Discover the leader in you.  
[www.northwood.edu](http://www.northwood.edu)

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

# Knights Career Quest

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# Knights Career Quest

## ***KCQ Schedule***

<b>September 22</b>	Meet Your Mentor/Student Lambert Commons <b>6:00 – 8:00 pm</b>
October	Mentor and student meet as arranged
November	Mentor and student meet as arranged
<b>December 8</b>	Knight's Career Quest meeting/reception Sheraton Suites Market Center Dallas <b>6:00 – 8:00 pm</b>
January	Mentor and student meet as arranged
February	Mentor and student meet as arranged
<b>March 16</b>	Knight's Career Quest Meeting: <i>Panel Discussion – Career Objectives</i> Lambert Commons <b>6:00 – 8:00 pm</b>
April	Mentor and student meet as arranged
<b>May 4</b>	Round Table Dinner & Recognition Lambert Commons <b>6:00 – 8:00 pm</b>



## 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 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 May. Mentors and students may choose to meet more frequently. (See KCQ Meeting Schedule for time and location)

- |                      |   |
|----------------------|---|
| • September 22, 2009 | “Meet Your Mentor” Reception  |
| • October 2009       | Mentor and student meet (prearranged activity)                        |
| • November 2009      | Mentor and student meet (prearranged activity)                        |
| • December 8, 2009   | Knight’s Career Quest meeting/reception                               |
| • January 2010       | Mentor and student meet (prearranged activity)                        |
| • February 2010      | Mentor and student meet (prearranged activity)                        |
| • March 16, 2010     | Knight’s Career Quest Meeting: “Panel Discussion – Career Objectives” |
| • April 2010         | Mentor and student meet (prearranged activity)                        |
| • May 4, 2010        | Knight’s Career Quest Dinner and Recognition                          |



## 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.

# 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 by noon, **September 18, 2009**.

- 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 eight years professional business experience
- Commit to the length of the program (8 – 9 months)
- Attend scheduled 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 22, 2009 | “Meet Your Mentor” Reception  |
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| • April 2010         | Mentor and student meet (prearranged activity)                        |
| • May 4, 2010        | Knight’s Career Quest Dinner and Recognition                          |



## **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

# Knights Career Quest

# 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](mailto:careertx@northwood.edu). If necessary you can mail or fax information to Career Services at 469.272.5666. Please submit your mentor application by **September 1, 2009**.

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:

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*"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](#)

# Knights Career Quest

## Student Survey

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/studentsurvey/>.

Name (optional): \_\_\_\_\_

1. Were the on campus meeting days and times convenient for you? \_\_\_\_Yes \_\_\_\_No  
If not, what day or time would have been more convenient?

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2. Did the Quest meet your expectations? \_\_\_\_Yes \_\_\_\_No  
Why or why not? \_\_\_\_\_

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3. What would you change about Knight's Career Quest that would have made your mentoring experience more successful? \_\_\_\_\_

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4. Do you think this program is to long? Should this program be set up as two sections September - December and January – May? Each section will start with new mentors and students. \_\_\_\_Yes \_\_\_\_No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Was the staff helpful in facilitating your mentoring experience? \_\_\_\_Yes \_\_\_\_No  
If no, please explain. \_\_\_\_\_

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# Knights Career Quest

# Knights Career Quest

# Student Survey

6. Did you attend the scheduled Mentoring Events (Sep/Dec/Mar/May)?  Yes  No  
Do you have any comments or suggestions about the events? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Which of the following activities did you participate in with your student?  
Check all that apply. Please list any additional activities you participated in.

- Resume Review
- Lunch/dinner/coffee
- Attend a professional meeting
- Job shadowing
- Mock Interview
- Other activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Which of the above activities was most beneficial to you? Which was the least beneficial?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. How many hours per week would you estimate you spent with your mentor (via telephone, email, face to face, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you feel your mentor match was successful?  Yes  No  
Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Do you feel your mentor fulfilled his/her duties as a mentor?  Yes  No  
Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Knight's Career Quest

# Student Survey

12. Please rate your mentor on the following using a scale of 1 to 4.  
(1-Agree; 2-Agree Somewhat; 3-Disagree Somewhat; 4-Disagree)

- Positive role model
  - Good listener
  - Able to answer questions
  - Available to talk on the phone, email, and/or meet
  - Willing to talk on the phone, email, and/or meet
  - Provided constructive criticism
  - Overall a good mentor
  - Other comments: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If you ranked any of the above a 3 or 4, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Will you continue a mentoring relationship with your mentor?  Yes  No  
If no, why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Would you recommend the Quest to other students?  Yes  No  
If no, why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Would you be interested in helping us promote Knight's Career Quest next year?  
 Yes  No

Please let us know your comments and suggestions about Knight's Career Quest in general.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please complete the survey and email to [careertx@northwood.edu](mailto:careertx@northwood.edu) or return to Career Services office. Thank you! We hope you enjoyed participating in Knight's Career Quest.



# Knights Career Quest

## Mentor Survey

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/>.

Name (optional): \_\_\_\_\_

1. Were the on campus meeting days and times convenient for you? \_\_\_Yes \_\_\_No  
If not, what day or time would have been more convenient? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Did the Quest meet your expectations? \_\_\_Yes \_\_\_No  
Why or why not? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. What would you change about Knight's Career Quest that would have made your mentoring experience more successful?

\_\_\_\_\_  
\_\_\_\_\_

4. Do you think this program is to long? Should this program be set up as two sections September - December and January – May? Each section will start with new mentors and students. \_\_\_Yes \_\_\_No

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Was the staff helpful in facilitating your mentoring experience? \_\_\_Yes \_\_\_No  
If no, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Knights Career Quest

Mentor Survey

6. Did you attend the scheduled Mentoring Events (Sep/Dec/Mar/May)?  Yes  No  
Do you have any comments or suggestions about the events? \_\_\_\_\_

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7. Which of the following activities did you participate in with your student?  
Check all that apply. Please list any additional activities you participated in.

- Resume Review
- Lunch/dinner/coffee
- Attend a professional meeting
- Job shadowing
- Mock Interview
- Other activities: \_\_\_\_\_

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8. Which of the above activities was most successful? Which was the least successful?

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9. How many hours per week would you estimate you spent with your student (via telephone, email, face to face, etc.)? \_\_\_\_\_

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10. Was your employer open to having your student in the workplace?  Yes  No

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11. Do you feel your student match was successful?  Yes  No  
Why or why not? \_\_\_\_\_

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12. Do you feel your student fulfilled his/her duties as a mentee?  Yes  No  
Why or why not? \_\_\_\_\_

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# Knights Career Quest

Knights Career Quest *Mentor Survey*

13. Please rate your mentee on the following using a scale of 1 to 4.  
(1-Agree; 2-Agree Somewhat; 3-Disagree Somewhat; 4-Disagree)

- Punctual for meetings
  - Open to constructive criticism
  - Appreciative of your time and effort
  - Respectful in regards to your schedule
  - Took action on assignments discussed
  - Overall a good mentee
  - Other comments: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If you ranked any of the above a 3 or 4, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Will you continue a mentoring relationship with your student?  Yes  No  
If no, why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Would you recommend the Quest to other professionals?  Yes  No  
If no, why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Would you be interested in helping us promote Knight's Career Quest next year?  
 Yes  No

Please let us know your comments and suggestions about Knight's Career Quest in general.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please complete the survey and email to [careertx@northwood.edu](mailto:careertx@northwood.edu) or fax to Career Services office, 469.272.5666. Thank you! We hope you enjoyed participating in Knight's Career Quest.



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