



Frequently Asked Questions

EOC Academic Year-Long Mentoring Programs

Frequently Asked Questions students have before enrolling in the Academic Year-Long Program
Please note that you must attend **one mandatory Orientation in August**, before the launch of the program

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What is Executives on Campus (EOC)?

Executives on Campus (EOC) is a department at Baruch College that provides undergraduate and graduate students of all three Baruch Schools (the Zicklin School of Business, the Weissman School of Arts and Sciences and the School of Public Affairs) with Mentors who help with networking, interviewing and other essential soft skills to make Baruch students competitive in today's job market. EOC is also a community and network of Mentors, Mentees and Mentee alumni. EOC is unique to Baruch; no organization such as this exists in other colleges.

What is an EOC Mentor?

EOC Mentors are experienced executives (some are Baruch alumni) who volunteer their time to advise and help Mentees define and achieve their career goals by supporting, counseling and serving as role models for the Mentees. Mentors may serve as friend and advocate to their Mentees in addition to assisting and advising in their career development process.

What is an EOC Mentee?

Mentees in the EOC's mentoring programs are Baruch students (graduate and undergraduate) who have a serious desire to develop themselves professionally and personally; who are aware that in today's job market soft skills are essential because very often they make or break a career regardless of one's technical skills and academic education. Mentees are committed and mature students who are open-minded to learning as much as possible from more experienced professionals across a wide range of industries, who have been in the working world for a lot longer and have a great deal of advice and support to give.

What is the Academic Year-Long Mentoring Program?

EOC's Academic Year-Long Mentoring Program is a professional partnership between Baruch students and their EOC Mentors. It is open to undergraduate* and graduate students based upon their graduation year. This year's program is open to students graduating in 2015. The official mentorship starts in September and lasts through May, however if the Mentor and Mentee wish

they may keep in touch after the official mentorship concludes. The Program is a commitment: the Mentor and Mentee must meet face-to-face at least once a month and maintain regular contact via email or telephone. Both the Mentor and Mentee must check in with the EOC office once a semester and attend all of the mandatory EOC workshops, orientations and events that are a part of the Program. It is not the goal of the Program, nor is it expected of Mentors to provide their Mentees with an internship or a job, and Mentees in the Program may not ask their Mentors for an internship or a job. EOC's Academic Year-Long Mentoring Programs serve Baruch students from all three schools: the School of Public Affairs, the Weissman School of Arts and Sciences and the Zicklin School of Business. *Undergraduate students applying for the program must hold a minimum 3.0 GPA.

Why do EOC Mentors volunteer?

EOC Mentors volunteer out of a genuine interest in helping students develop professionally and personally. Mentoring offers a way to give back, to do something good for another person. Many Mentors see themselves in their Mentees; they have had similar career trajectories and faced some of the same challenges as their Mentees and want to help.

Why do I need a Mentor?

Everyone benefits from the guidance of a more experienced Mentor, especially in today's tough and competitive job market—every little bit helps, and having a Mentor helps a lot. While Baruch College provides an outstanding academic and technical education, and the career services on-campus offer excellent career management tools, having a dedicated academic year-long Mentor is an invaluable enhancement to students' academic and professional development. Mentors provide exceptional learning experiences for their Mentees; they have the ability to lead, inspire and motivate their Mentees by expanding their Mentee's awareness, insight and perspective. Mentors from all industries can be beneficial to a Mentee's growth; they do not have to be in the same exact industry to support and guide others. Mentors:

- Provide professional perspective: insight about industry, corporate culture, networking, marketing oneself
- Give constructive feedback on resumes, cover-letters, interview prep and debriefing, and any other topic in a stress and judgment-free environment
- Are a sounding board for ideas
- May become an advocate and colleague for life

Who participates in Executives on Campus Mentoring Programs?

Experienced executive volunteers who have a genuine interest in Mentees' professional and personal development along with Baruch students (graduate and undergraduate) who have a serious desire to develop themselves professionally and personally; who are aware that in today's job market soft skills are essential because often times they make or break a career regardless of one's technical skills and academic education; committed and mature students who are open-minded to learning as much as possible from older Mentors from all different industries who have been in the working world for a lot longer and have a great deal of advice and support to give.

How long is the program?

The Academic Year-Long Mentoring Programs run from September to May* (coincide with the academic year). However, depending on the rapport, some Mentor and Mentees continue their relationship and keep in touch well after the program ends.

*Students in the Zicklin Undergraduate Honors Program (ZUHP) work with their Mentors for two academic years.

How often do I meet with my Mentor?

Mentors and Mentees must meet in-person at least once a month; it is a requirement of the program. Face to face meetings are a vital part of the year-long Mentoring program; Mentors and Mentees are also required to keep regular contact via email. It is important to maintain a continuing relationship: responding in a timely fashion to your mentor and reaching out to set up the meetings is the responsibility of the Mentee.

How much time is required on my part in the Academic Year-Long Program?

The Year-Long program is a professional relationship and commitment, and should be treated as such. Mentees must find the time for a face-to-face meeting once a month, and to maintain regular communication with your Mentor. In addition, Mentees are required to attend all EOC year-long Mentoring program events, and at least one ten minute walk-in per semester. Mentees are also

encouraged to invite their Mentors to networking and industry events as their schedule permits. The program is a great way to practice professional etiquette and to learn proper time-management: invaluable skills as Mentees transition from college to career.

What if I get matched with a Mentor outside my area/industry of interest?

There is great value in broadening your circle, getting out of your comfort zone: the Program offers excellent practice in a safe environment for later situations in the real world; more perspectives, more experiences; value in knowing people with more life/work experience that can be useful across industries; knowledge about corporate culture, on successful self-branding. The essence of the Program is to connect Mentees with professionals from all areas, to network and build relationships that ultimately will help the Mentee develop professionally and personally. Mentors are valuable to your growth and the development even if they are not in your industry - the pure concept of networking is to be open and connect with and many different people as possible because a person's career development is never a straight line.

Do I have to prepare for our meetings?

Yes. Mentees must come prepared to meetings with their Mentors, and must arrive on time. Mentees must be respectful of their Mentors' time and take full advantage of the meetings to discuss issues that they would like to work on.

Where do I meet with my Mentor?

Mentors and Mentees may meet at the Mentor's office, on campus or at a coffee shop. EOC also offers a quiet room on campus and that is booked through the EOC office. Mentors and Mentees understand that the Academic Year-Long Mentoring Program is a professional relationship.

What Resources are available to me?

EOC Office

Please contact the EOC office if you have any questions or concerns about the Academic Year-Long Program, or any other EOC program. We are located in the Newman Vertical Campus on the 13th Floor, Room 244 and 238.

- Mentors' contact: J. McLoughlin, EOC Director at jacqueline.mcloughlin@baruch.cuny.edu • 646.312.3045
- Mentees' contact: Karolina Novak-Choinska at karolina.novak-choinska@baruch.cuny.edu • 646.312.3058
- General inquiries: executivesoncampus@baruch.cuny.edu

Meeting Room (For Mentor-Mentee meetings)

EOC offers a quiet room on campus for Mentee meetings. Please email the EOC office at executivesoncampus@baruch.cuny.edu to reserve the room.

MAP: Mentee Alumni Program

A community of young professionals interested in networking with one another through events, workshops and social media. MAP works to enhance the current Mentees' experiences and become the next generation of mentors for the Executives on Campus mentoring programs. MAP allows past EOC peers and current Mentees to build relationships and stay connected.

MAP's goal is to bridge the age and experience gap between students and seasoned professionals, while providing an added perspective on the current state of the job market for new graduates. Mentees that complete the Academic Year-Long Mentoring Program, as well as alumni of Baruch and other schools are invited to join the MAP LinkedIn group.

MAP Students LinkedIn Group A LinkedIn group of current Baruch students including EOC Mentees with a wide ranging network. (A sub-group of the Mentee Alumni Program MAP Linked In group.) http://www.linkedin.com/groups?gid=3839998&trk=hb_side_g

STARR Career Development Center (Baruch undergraduate students)

The Starr Career Development Center is the primary provider of career services to Baruch College undergraduate students. Students are encouraged to come to the Center from the time they are freshmen through senior year graduation and for selected career services as alumni. The staff of the SCDC is dedicated to assisting students in all aspects of their career development as they make decisions about majors, apply to graduate and law school, prepare for internships and jobs, and develop the soft skills necessary to become successful in their chosen future careers. <http://www.baruch.cuny.edu/careers/>

Graduate Career Management Center (GCMC) (Zicklin Graduate business students)

The Graduate Career Management Center (GCMC) is an educational department dedicated to providing Zicklin graduate students and alumni with the tools and resources necessary to successfully manage their careers while building relationships between employers and the Baruch community to help develop talent pipelines. The GCMC offers Zicklin graduate students a variety of career-management services designed to help plan and execute an effective job search and create employment opportunities. Zicklin students should begin working with the GCMC immediately after enrollment and are encouraged to participate in all services in order to maximize potential for success in the career management process. <http://zicklin.baruch.cuny.edu/careers/students>

The School of Public Affairs Career Services Office (CSO) (School of Public Affairs SPA students)

The School of Public Affairs Career Services Office (CSO) is committed to giving students and alumni the support and resources needed to fully advance and enjoy successful careers in the Nonprofit, Health, Education and Government sectors. Building on the School's mission to prepare skilled and competent leaders for advancing the public interest, our goal is to provide you with expertise and professional services to assist you with achieving a rewarding and meaningful career.

The CSO help our students connect with employers, organizations, and resources that are designed to make your career thrive. Once you graduate, the CSO continues to provide you with these ongoing services and support for every stage of your career.

<http://www.baruch.cuny.edu/spa/careerservices/index.php>

Academic Advising (Zicklin Graduate students)

Zicklin Graduate Programs offices assist graduate students in understanding their degree requirements and the academic policies related to their graduate program and academic standing as a student in either the Full-Time MBA Program, the Part-Time MBA Programs (Flexible and Accelerated) for working professionals or the MS Programs. Professional staff members provide comprehensive guidance and support helping students make informed decisions about their program and achieve their academic goals. The offices works closely with academic departments and administrative offices throughout the college to help students successfully navigate the degree process.

Full Time MBA Program • NVC Room 13-280 • tel: 646-312-3130 • Email: john.albanese@baruch.cuny.edu (Director)

Part-Time MBA Programs • NVC Room 13-280 • tel: 646-312-3130 • Email: ZicklinPTMBA@baruch.cuny.edu

MS Programs • NVC Room 13-227 • tel: (646) 312-3140 • Email: elaine.bernstein@baruch.cuny.edu (Director)

Student Academic Consulting Center (SACC) (Baruch undergrads)

The Student Academic Consulting Center (SACC) mainly consists of Baruch students who have walked your steps before you; they truly understand what you're experiencing and can knowledgeably assist you with your needs. We also have faculty members who work with us to assure that our services are of the highest quality. Our staff is part of a team that values the voice and contribution of every Baruch student who visits our center — that means you — and they are committed to helping others toward reaching their full potential. Please visit us as soon as the semester begins so that you can get all the help that you need, and remember, we're free of charge. We look forward to helping you and encourage you to check out our Tutorial Services page for more specific info.

<http://www.baruch.cuny.edu/sacc/index.html>

School of Public Affairs Graduate Advisement (SPA Graduate students)

The Office of Student Affairs and Graduate Admissions (SAGA) in the School of Public Affairs provides administrative services and academic advisement to graduate students in the Master of Public Administration, MSEd in Educational Leadership, and Master of Science in Higher Education degree programs. Students are responsible for staying informed of all academic and administrative policies and deadlines. <http://www.baruch.cuny.edu/spa/academics/ouradvisors/graduateadvisement.php>

ESP Speech Lab

The Baruch College ESL Speech Lab is a collaboration between SACC and the Department of Communication Studies. It has a variety of software programs on pronunciation, rhythm, intonation, grammar, conversation management, vocabulary development, listening/lecture comprehension, and business communication skills. Students can work independently or with a Professional Speech Consultant. For maximum benefit, we recommend that students visit the lab and make appointments to see a Speech Consultant. SACC works closely with the Department of Communication Studies to provide consultants who analyze accents and help students

better pronounce the sounds of American English. The lab is available to all Baruch students. To make an appointment, visit SACC in NVC 2-116, call (646) 312-4830, or use the online scheduler.

Students should also visit the Weissman School of Arts and Sciences website for more Communication resources:

www.baruch.cuny.edu/wsas/academics/communication/Resources.htm#ESL

The Writing Center

The Writing Center provides support for student writers at Baruch to improve their writing and English language skills and to become independent, confident, and versatile writers. Undergraduate and graduate students from all disciplines and all levels of writing and language proficiency are welcome. <http://www.baruch.cuny.edu/writingcenter/index.html>

Campus Intervention Team

The Baruch College Campus Intervention Team (CIT) works together as a support system to provide assistance to students in crisis. Any member of the college community (faculty, students, and staff) can reach out to the CIT to report a concern about a student. The CIT is constituted to assist in providing support for students in crisis. Faculty or staff concerns should be reported to the Office of the Provost or to Human Resources, respectively. <http://www.baruch.cuny.edu/studentaffairs/cit.htm>

Counseling Center

The mission of the Counseling Center is to help students realize their educational, career and personal goals. We understand that Baruch students' first priority is to successfully earn their degrees and we are here to assist them in addressing the stress and conflicts that may distract them from achieving their full potential. The Center is staffed with experienced licensed psychologists, psychiatrists, clinical social workers, and supervised pre-doctoral graduate students, who not only work toward reducing the interference of everyday stress on goals and treating more serious conditions, but who do so with a respect for multicultural issues. The Counseling Center is devoted to helping students succeed. <http://www.baruch.cuny.edu/studentaffairs/counselingCenter.htm>

International Student Service Center

The International Student Service Center (ISSC) coordinates administrative services and immigration and visa matters for the International Students at Baruch College. We also offer information about programs of study abroad and arrange programs of special interest to International Students. <http://www.baruch.cuny.edu/studentaffairs/issc/index.htm>

Disability Services

Baruch College is committed to making individuals with disabilities full participants in its programs, services, and activities through compliance with Sect in 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990 as well as state and local laws and regulations. It is the policy of Baruch College that no otherwise qualified individual with a disability shall be denied access to or participation in any program, services or activity offered by the College.

<http://www.baruch.cuny.edu/studentaffairs/disabilityServices.htm>