



Events + Activities Menu

Required Events

1. **(2 hours) Program Launch: Orientation** - Meet mentorship program staff, mentors, and fellow students while learning about program goals, events, and resources to maximize the mentorship experience.
2. **(1 hour) Coffee Chat: Calendaring of scheduled activities** - Schedule a coffee chat to get to know each other. Discuss and agree on a preferred method and frequency of communication.
3. **(2 hours) Closing Celebration** - Join fellow students, mentors, and staff to celebrate the completion of the program.

Alumni-only Event

4. **(2 hours) Alumni Mixer** - Meet with other Dornsife Alumni Mentors to discuss mentorship strategies and learn what others are doing.

Career-related Activities Menu

1. **(1 hour) Resume Review (post-VMOK)** - Share your resume and cover letter with your mentor. Ask for feedback and what they would change to make your resume and cover letter more attractive to a hiring manager.
<https://careers.usc.edu/channels/create-a-resume-cover-letter/>
2. **(4-8 hours) Job Shadowing** - Job shadowing is when a mentee follows and observes a professional for a short period of time, such as for a meeting or a business lunch, or a half-day or a full day at the office. After you've shadowed, you will have a better idea of what professionals do each day and whether or not you can see yourself following that career path. [What Is Job Shadowing? Complete Guide for Students](#)
Virtual Job Shadowing - [Virtual Job Shadowing \(Step-By-Guide\)](#)
3. **(1 hour) LinkedIn Profile** - Share your LinkedIn profile with your mentor and listen to their feedback. This is a great opportunity to ask questions about what would be attractive to a recruiter and how to maximize your presence on LinkedIn. [Exactly how to improve your LinkedIn profile to get more job offers](#)
4. **(1 hour) Explore Career Paths** - The USC Career Center offers multiple resources to help individuals explore their career opportunities. We have curated several of our favorite resources to help discover career paths, learn about internship positions, and find full-time jobs. - <https://careers.usc.edu/channels/careers-related-to-majors/>
5. **(1 hour) Internship Exploration** - Share your internship and job history with your mentor and discuss your plans for the future. Ask them about obtaining future internships and how to best position your skills.
<https://careers.usc.edu/channels/find-a-job-internship-scholarship/>
6. **(1 hour) Exploring Industry Associations** - Find new contacts by researching organizations, industries, professional associations, and conferences that are related to the work you are potentially interested in. Many professional associations have discounted rates for students.
[Find an Association - Careers - Research Guides at the University of Southern California](#)
[Career Access Resource Library](#)

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7. **(varies) Attend a Conference together** - Whether it's with your company or another group you're passionate about, attending a conference can be an exhilarating experience and there are definitely tricks of the trade for getting the most out of it. [A Conference Junkie's Guide to Attending \(and Enjoying\) Conferences](#)

 8. **(varies) Work together on a project** - Is there a small project at your company that might be a good fit for a student to tackle in order to gain experience in their field?
 - Goal: A project should include a professional, resume-building experience along with your directed mentorship.
 - Project ideas: [Internship Project Ideas](#)

 9. **(1 hour) Mock interview** - A mock interview mirrors an actual job interview. It's a chance to practice what to say and do during an interview and to get feedback. It can take place in person or via Zoom. You'll be able to review your answers and assess other factors such as body language, mannerisms, how many times you say, "Uh" and so much more! <https://corporatefinanceinstitute.com/resources/careers/interviews/mock-interview-guide/>

 10. **(1 hour) Explore Business Etiquette** - What to wear for formal/casual business attire, the unwritten rules of a business lunch, how to shine at the office, and more. [21 Business Etiquette Rules You Should Never Break](#)

Zoom Business Etiquette - [11 ways to be a consummate professional during Zoom and Microsoft Teams meetings](#) - TechRepublic

 11. **(1 hour) Small talk: How to engage with colleagues when you're the new person at the company** - Small talk might appear to be inconsequential and unimportant, but it's actually vital across all types of industries, businesses, and networks. It helps to form a social cohesion that makes interaction possible and builds trust.

[How to Do Business Small Talk – With Example Topics](#)

[10 Expert Tips For Starting A New Job And Ensuring First-Week Success](#)

 12. **(1 hour) How to take the awkwardness out of Networking** - Networking is a lot less awkward when you have a strategy, and the more you do it, the better you'll be at it.

[21 Ways to Overcome Networking Awkwardness | Inc.com](#)

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- 13. (1 hour) Practice a Presentation** - Whether it's for an event or a class, practicing a presentation will improve your delivery. Take the opportunity to practice with your mentor and let them help you make it the best it can be. [How to Rehearse for an Important Presentation](#)
- 14. (varies) Do a workshop together** - Workshops are designed to bring in the top talent in a given field to provide a hands-on learning experience. [Attending a Workshop is a Fantastic Learning Opportunity. | by Milber Ferreira](#)
- 15. (1 hour) Map out your futures, both the mentor and the mentee, on a vision board** - Goal setting is a foundational element for sustained success. Further, it's proven that you're more likely to accomplish your goals when they are written down!
[The Vision Board — How to Map Out Your Future](#)
- 16. (1 hour) Listen to a Podcast together** - Podcasts are an effective and entertaining way to learn new things, brush up on some skills, or simply be entertained. It's a productive way to fill your free time. [6 Reasons Why Listening To Podcasts Can Benefit Your Life - Better This World](#)
[Listen to the Best Podcasts & Shows Online, Free](#)
- 17. (1 hour) Interviewing 101** - [Interview Preparation – Career Center | University of Southern California \(usc.edu\)](#)
Preparation is definitely the key to a successful interview. Most companies will make a decision about you in the first 30 seconds of the interview. Your level of professionalism and the mannerisms you exude are very important throughout the interview process. The way you enter a room, the clothes and accessories you wear, the way you shake hands, and your tone of voice all create an impression.
- 18. (1.5 hours) Small-Group Mentoring Networking with other pairings - Zoom Session***
Network with other mentor/mentee pairs to share ideas and learn from each other. Topics can be related to job industries, shared interests, academics, goals, special projects, and more.
**This event will be scheduled and facilitated by the Alumni Mentorship Staff once we know how many mentor/mentee pairs are interested.*

Social Activities Menu

1. **(2 hours) Social: Visions & Voices, Dornsife, USC (Athletics, Thornton, Cinema, Dramatic Arts) or company event** - Schedule something fun! USC has many campus events that are fun and free to attend! You can also explore events at other venues.

[Event Calendar | USC Visions & Voices](#)

[USC Athletics - Official Athletics Website](#)

[Events | USC Thornton School of Music](#)

[USC School of Cinematic Arts Events](#)

<https://dramaticarts.usc.edu/category/event/2021/>

2. **(2 hours) Social: Volunteering with Dornsife/USC/Company** - Whether it's a Beach Clean-Up event at your company, or a volunteer program at USC, giving back is a great way to spend time together.

[For Students | Campus Activities | USC](#)

[VolunteerMatch - Where Volunteering Begins](#)

3. **(1 hour) Virtual Museum Tour** - Take a virtual tour of some of the world's greatest museums and heritage sites. [Virtual Museum](#)