

MME 2021-22

New Teacher Session



ILLINOIS
SCIENCE &
TECHNOLOGY
COALITION



Goals and Questions

Welcome to new
teacher orientation!

What/ Who is
ISTC?

What is the Mentor
Matching Engine?

How to be set up
for success

Who is ISTC - Education?

The team on deck to assist you!



Emily Cooper
Director



Becky Goldberg
Senior Manager of
STEM Programming



Jackie Navigato
STEM Program
Coordinator

ISTC's Mission

STEM Education focused non-profit

1

Strengthen the talent pipeline within IL

2

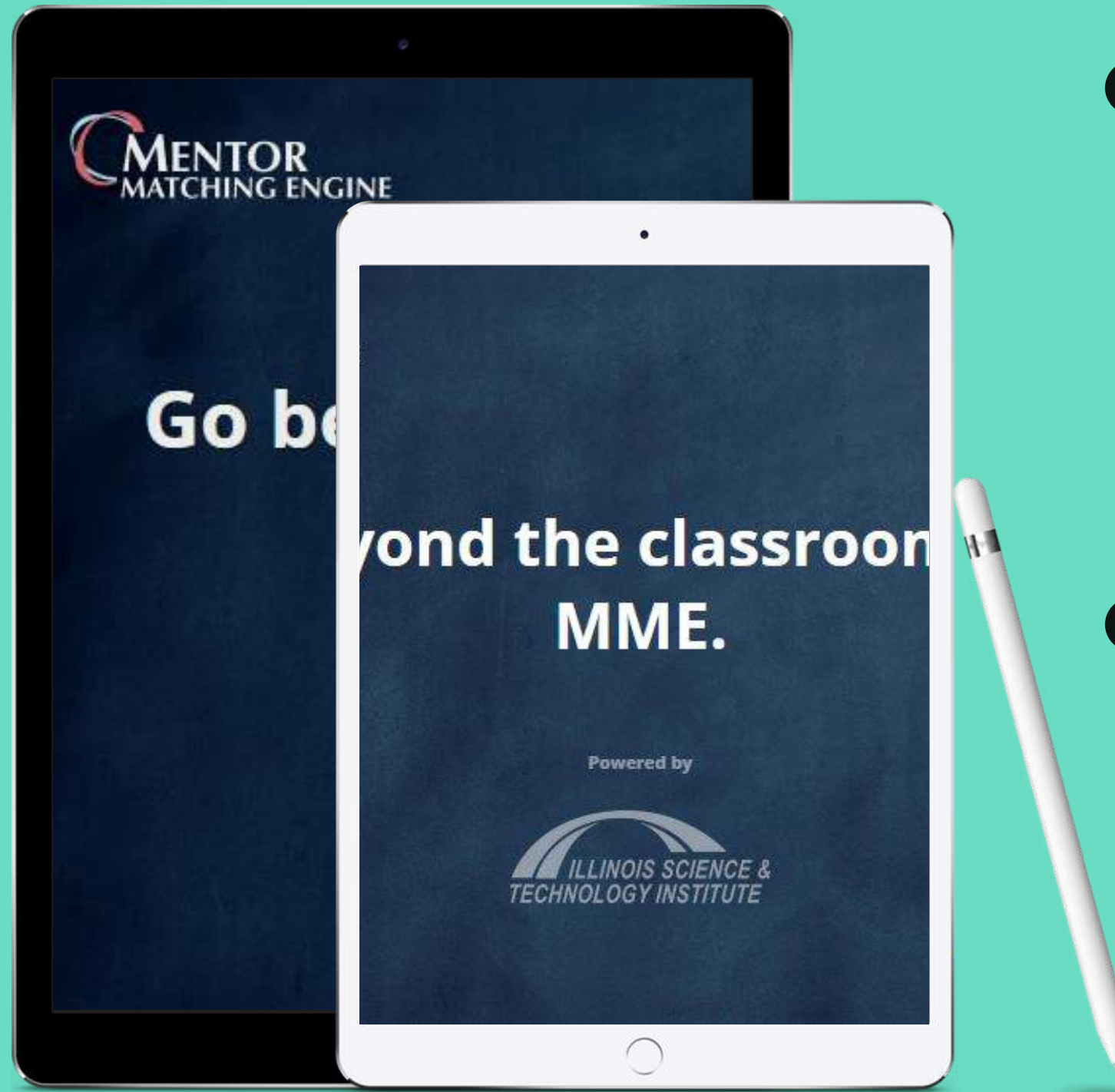
Break down barriers to traditional mentoring

3

Create access for students and promote student agency

The Mentor Matching Engine

The Mentor Matching is an online platform that connects students and teachers with universities and companies.



- 1 All MME projects have to be at least 8 weeks long (we recommend budgeting 10 weeks so that all students are matched before the 8 weeks of back and forth begins)
- 2 All MME projects have to have weekly communication (if your class is set up for biweekly communication, make sure your mentor is aware)

Getting on the Mentor Matching Engine

- Onboarding Students
- Student project Creation
- Teacher Approval
- Requesting Mentors and BYOM
- Monitoring Projects
- Auto Archiving

Go beyond the classroom with
MME.

Powered by



New Invitation

Bulk upload email addresses with

Email addresses

Role *

Invite

Cancel

Log In



Email Address



Password

Remember me

Sign In

[Forgot password?](#)

Projects (5) [Select All](#)

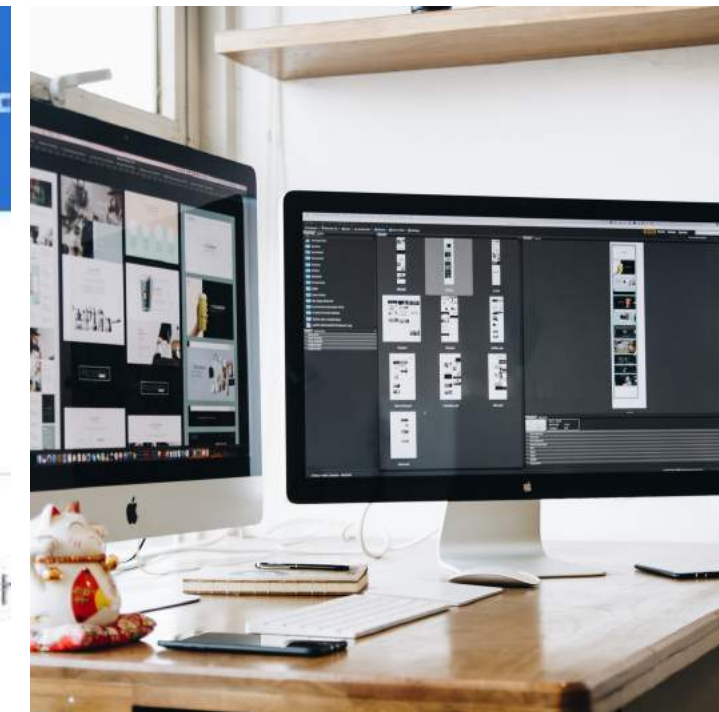
5 Matched



The S



THE D

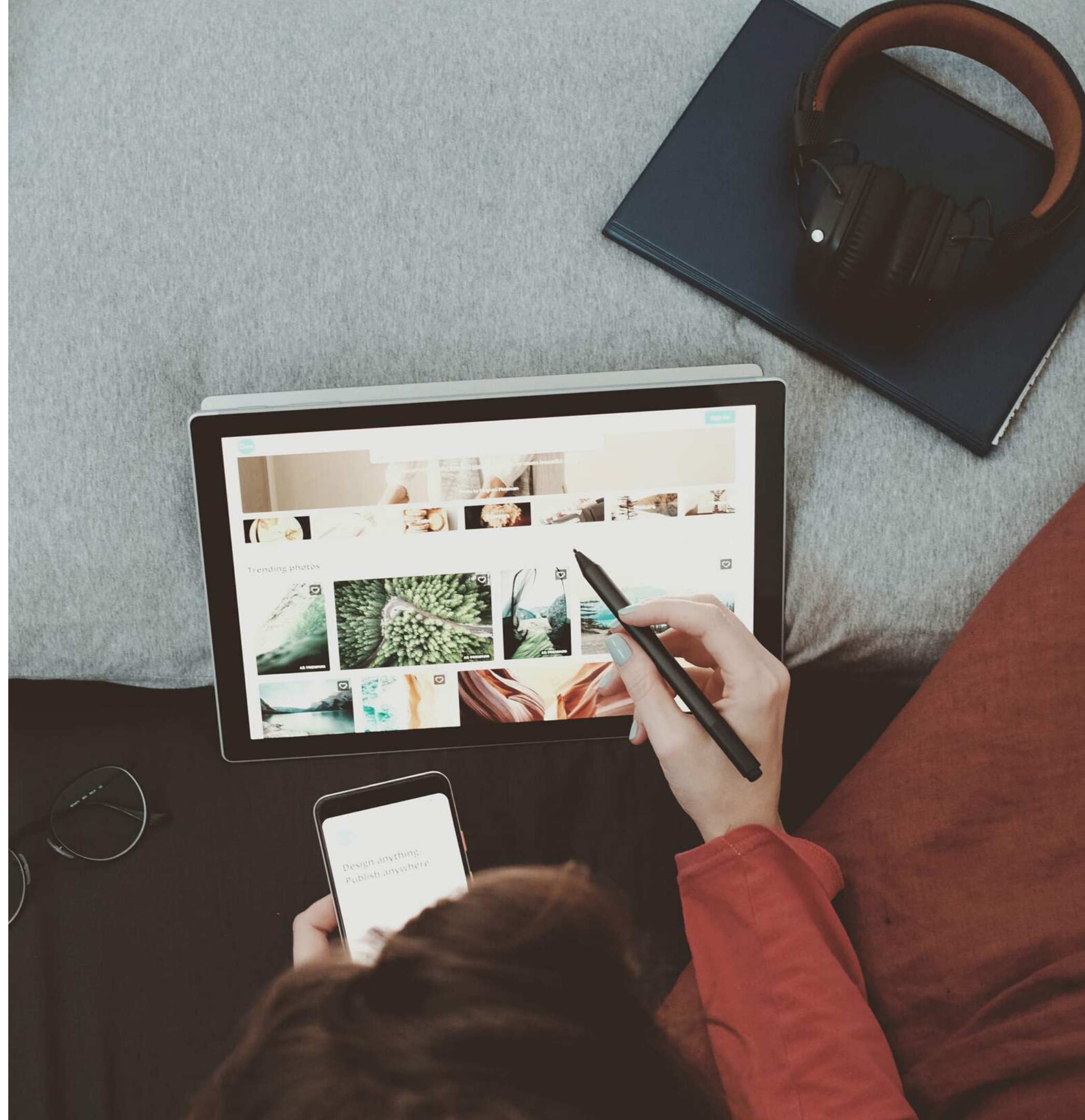


Teacher

Toolkit

help.mentormatchingengine.org

From Video Demos, to communication tools, and everything in between. Don't see what you need? Let us know!





Setting up for success

ISTC is here to guide you in all aspects of MME! From getting students up and ready to selecting a mentor and beyond reach out with any and all questions.

1

Letter Of
Commitment

2

Communication

3

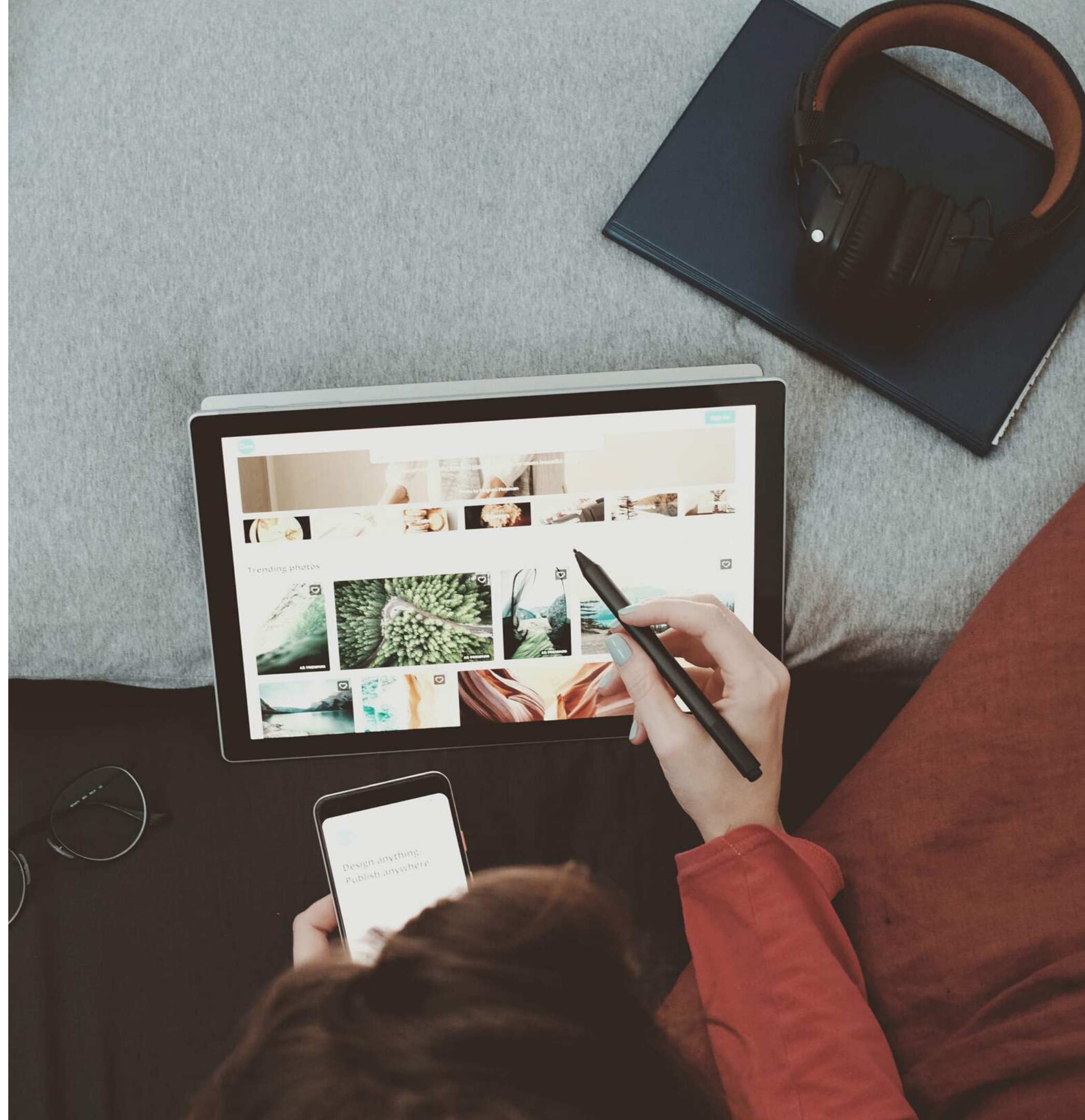
Additional
Resources

Letter of Commitment

Your school signed up to participate with a specific amount of projects. ISTC uses the Letter of Commitment as a broad guide to begin recruiting mentors.

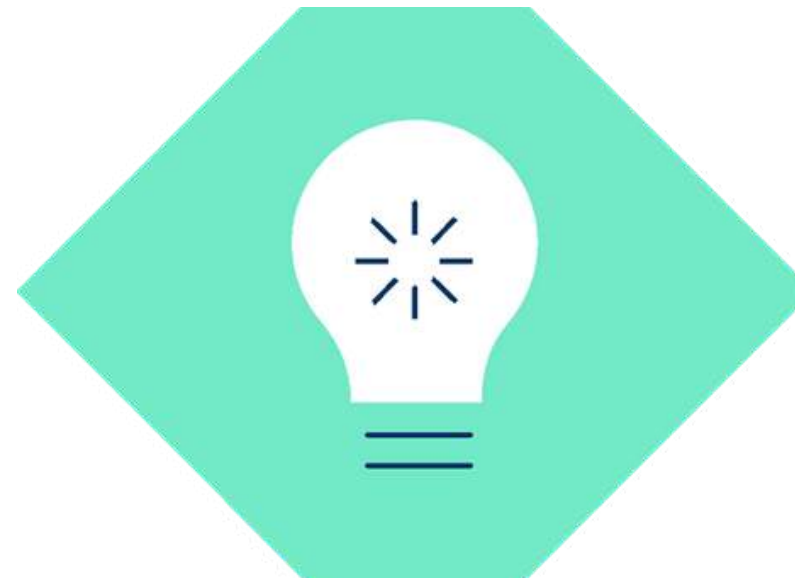
As you begin to plan your course, know that you can't exceed this number, but you can fall beneath it.

Types of project/Subject matter review. Keep us posted as you learn more!



Communication is Key

Communication is everything (between your students and their mentors and between you and ISTC)!



Students and Mentors

Our expectation is weekly communication. That is what we tell our mentors when they sign on to volunteer. If your classroom will be communicating less frequently than that, establish it either in the research details or in the very first post.



Students and Mentors

Have students establish a communication schedule right off the bat (STEM Fridays, Mentor Mondays), and tell their mentor when they plan to post.



Teachers and ISTC

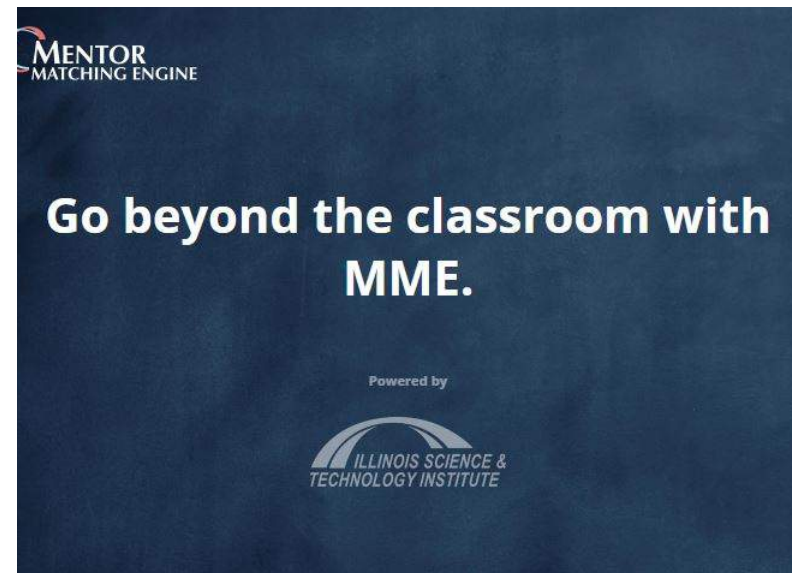
Monthly emails will highlight updates, deadlines, important tasks and awards!

Key Players in Communication



Teacher

Role: Teammates with the mentor!
Goal: Developing workforce and research skills in the student.



ISTC

Role: Point of contact for any breakdown in the project process
Goal: ISTI aims to support all parties through the mentoring process.



Mentor

Role: Primary resource for students.
Goal: Support research process and create bridge beyond high school



Student

Role: Students are the primary communicators on MME and the project leads
Goal: Build agency

ISTC Check Ins and Support

ISTC will communicate via monthly emails and supplemental connection points when the following occur

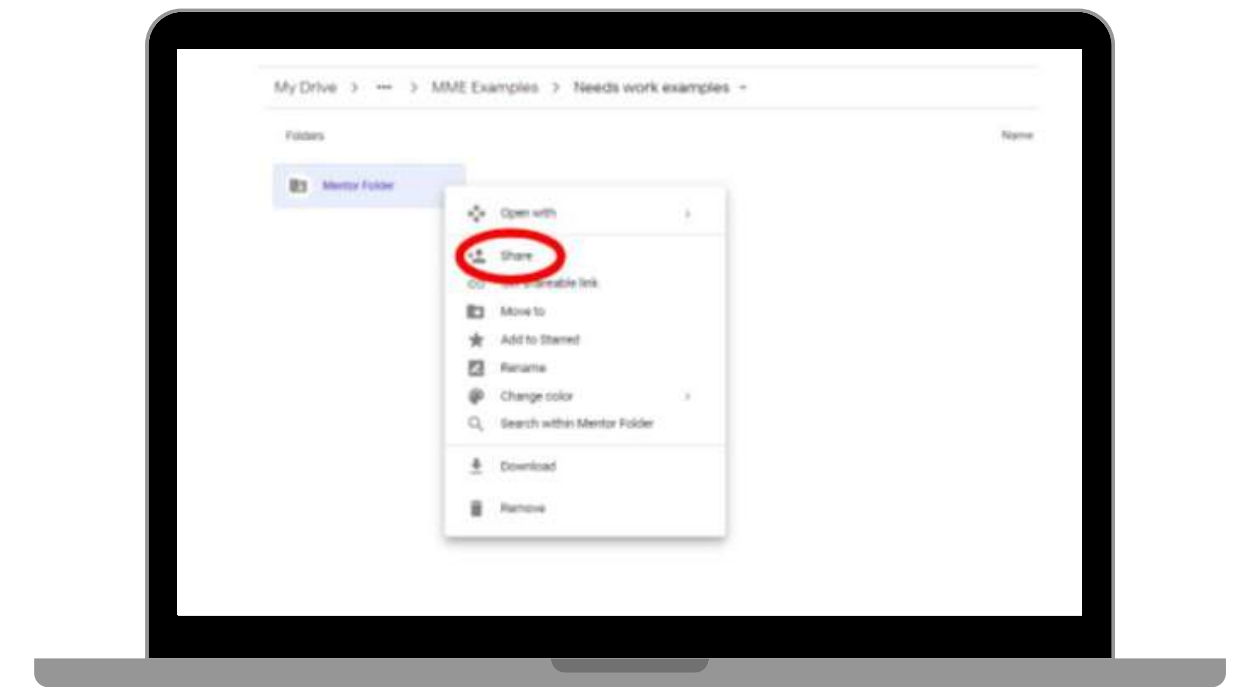
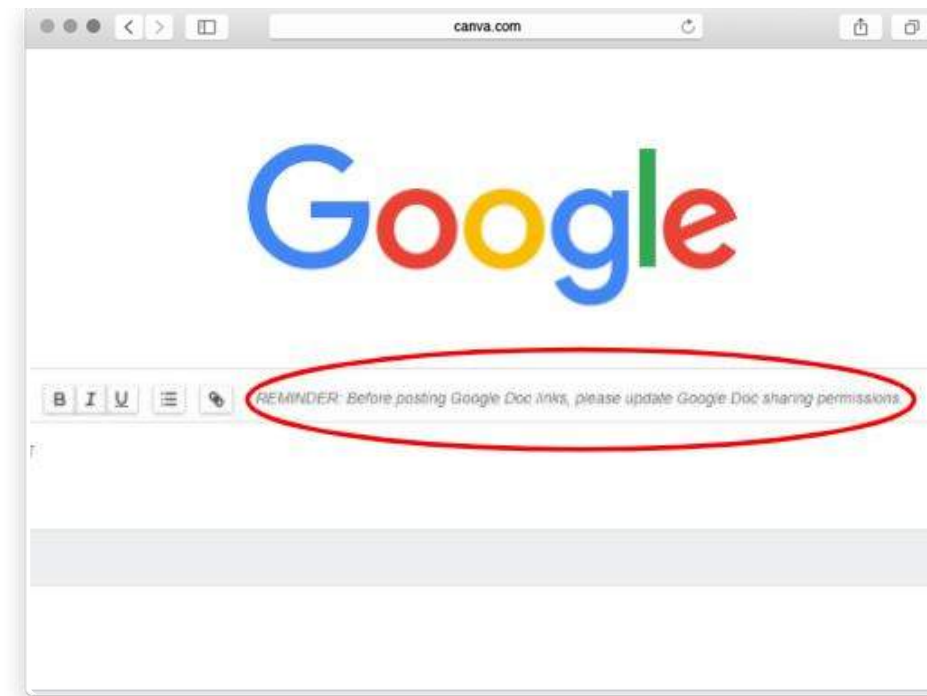
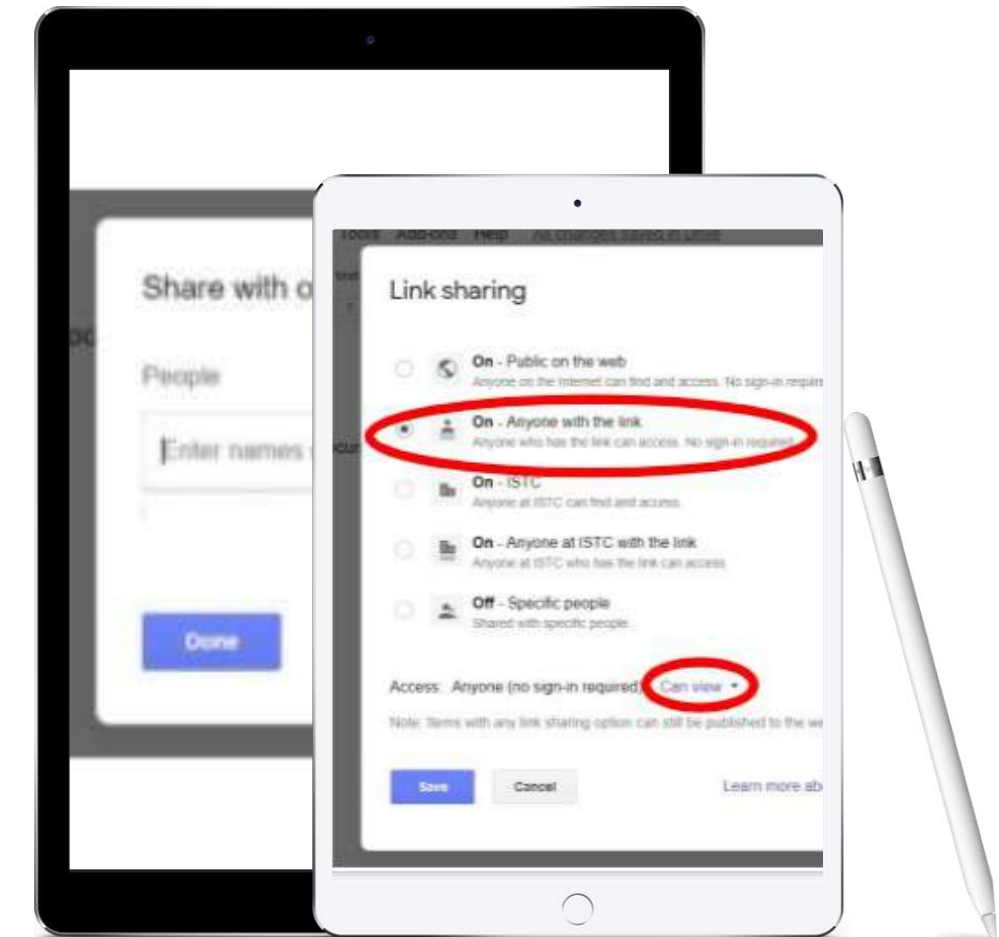
- Breaks in communication
- Necessary Nudge
- Security Precaution

To ensure ISTC does not overwhelm your inbox, respond to the monthly email and monitor MME!



Let's chat about Google

When posting links, PLEASE ensure that link sharing settings are OPEN.



TEACHER AND MENTOR

How to utilize your
mentor as a
teammate!



Teacher Communication

*First Post to
Mentors*

1

*Say hello
and set the
tone*

*Check Ins with
Students*

2

*Continue
to
establish
oversight*

*Direct
Communication*

3

*Use the
participants
tab and
reach out*

First post

Though the bulk of communication on MME should (and will!) be between your student and the mentor, having a teacher first post establishes a line of communication and lays out parameters and expectations.

Remember, our volunteers come onto the platform without knowing which student, school, or type of class they'll be working with. Context is always helpful!

1. Rubrics, documents, general guidelines
2. Introduces the course
3. Timeline
4. Establishing oversight and direct line of communication

Teacher:

Hello Mentor, and thanks for agreeing to work with Student! I've attached a couple documents to answer questions you might have about the course and your role as mentor. This process includes these students developing their own research question, conducting a substantive amount of research in the field relating to their question, writing a literature review, selecting and applying a methodology, and eventually preparing a research paper which will be presented to their classmates.

As their mentor, you are to help guide students on this yearlong journey. My classroom directive to students is to touch base with you once a week for the next three months, including the following deadlines:

If you have any questions or concerns please reach out to me and I will be more than glad to assist. I want ensure we are giving this student the support they need.

Check Ins

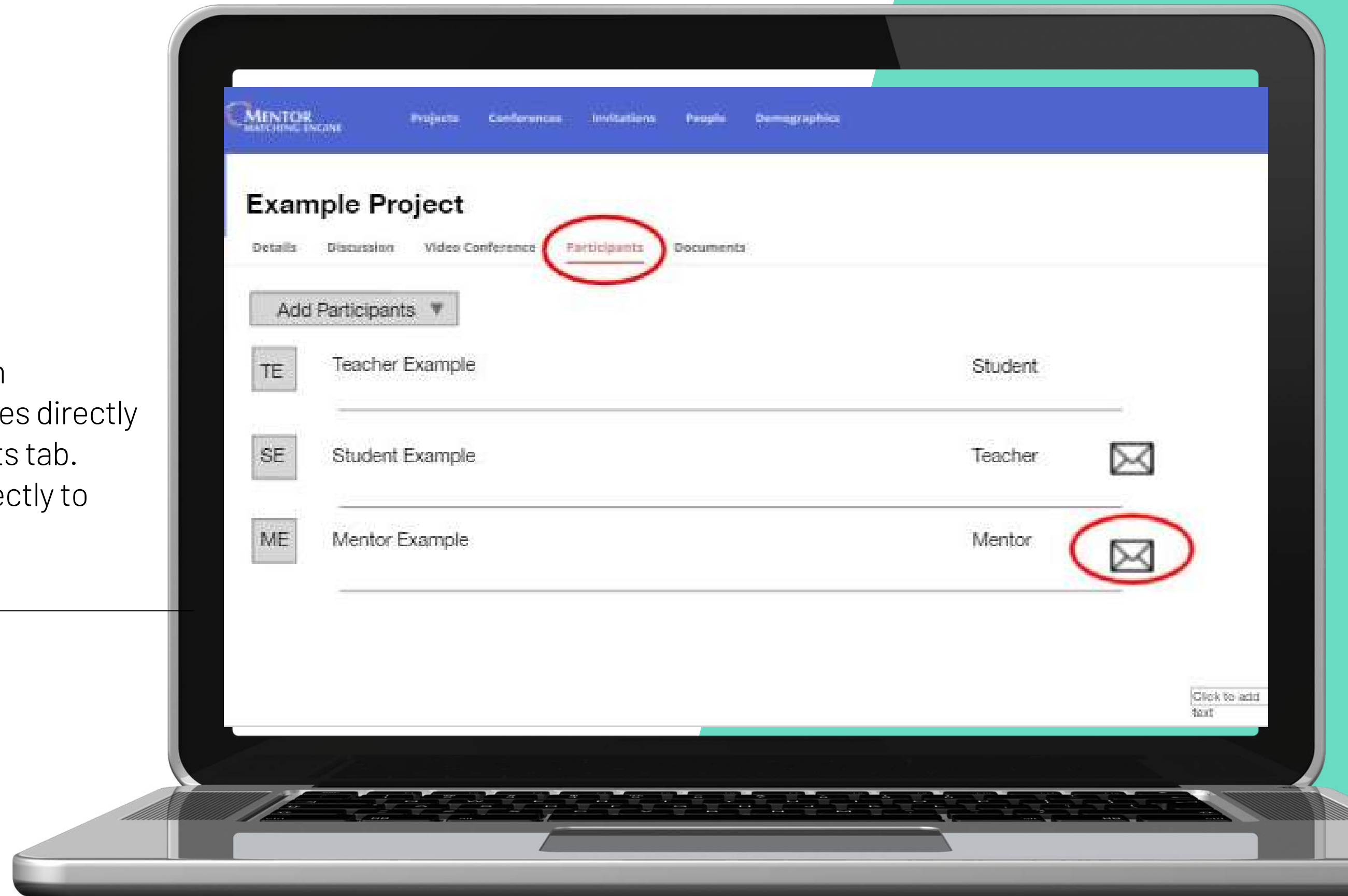
Checking in with your student over MME in addition to in person/in class time signals to the mentor that there is movement within the project.

Teacher

Your communications with MENTOR have been excellent this far. Be sure to find time to keep that "solid". He has asked you some questions, so if you don't have time to give a thorough response, let him know that you will get back to him on [insert day here]. That way, you show that you value his time and guidance.

Direct Outreach

In addition to communicating through Discussion tab, you can send messages directly to the mentor through the Participants tab. These messages will be delivered directly to their email inbox.



TEACHER AND STUDENT

Setting up students to
be successful on MME.



Onboarding Process

Project creation and onward

*Project Details and
Teacher Approval*

1

Mentors see the project description before accepting a project.

Mentor Shopping

2

Students think very specifically when requesting mentors - we'll go through a strategy to help your students think more broadly and find the best match.

First Student Post

3

Students should post within 48 hours of a mentor agreeing to take on their project



Project Details Essential Elements

1. Introduces the subject matter the student is interested in exploring - either a specific question or a general interest
2. Gives a concrete timeline
3. Clearly explains what the student is looking for help from their mentor regarding (This also helps the student jump right in when they're matched with a mentor!)
4. Gives the school and course that the student will be working in

1

Subject Matter

2

Timeline

3

Establish
Expectations

4

Background

EXAMPLE PROJECT

Edit

Mark as active

Details

Discussion

Video Conference

Participants

Documents

Research Description:

Our research question is how can schools reduce waste in the lunchroom through reusable trays/containers. We plan to answer this question by doing research on how much waste there is in our cafeteria after each lunch. We were drawn to this area of research because we witness the amount of styrofoam or plastic that fills the garbage cans in every lunch daily. We know we want to research the abundance of waste in our school's lunchroom but are not too sure how to go about it. Could you help us narrow down our research topic?

Our project will span over the semester and equal 20% of our final grade. Within that time, we have specific deadlines (attached below). We are doing this research project for our Earth & Environmental Science class.

Background research: 1/24

Final proposal: 2/21

Poster presentation: 4/24

Showcase: 4/29

Letter of Introduction:

Hello, my name is STUDENT and I am a junior at SCHOOL. Inside of school I am just a student and focus on mostly technology-based classes due to my desire to major in Computer Science in college. Outside of school, my hobbies include watching sports, playing video games, and spending time with my friends or family.

ACCEPT

REJECT



Mentor Shopping

Mentor Shopping is a pivotal portion of the process.

When requesting a mentor, please give the mentor a few days to see the project request, read through the project details, and get back with a response, but don't wait forever and ever on each mentor you request. ISTC recommends waiting only a few days. Also! Please remember two things:

1

Students often think very specific when requesting mentors. Oftentimes students don't need the world's leading expert on their specific topic, but rather someone who can walk them through methodology/the research process.

2

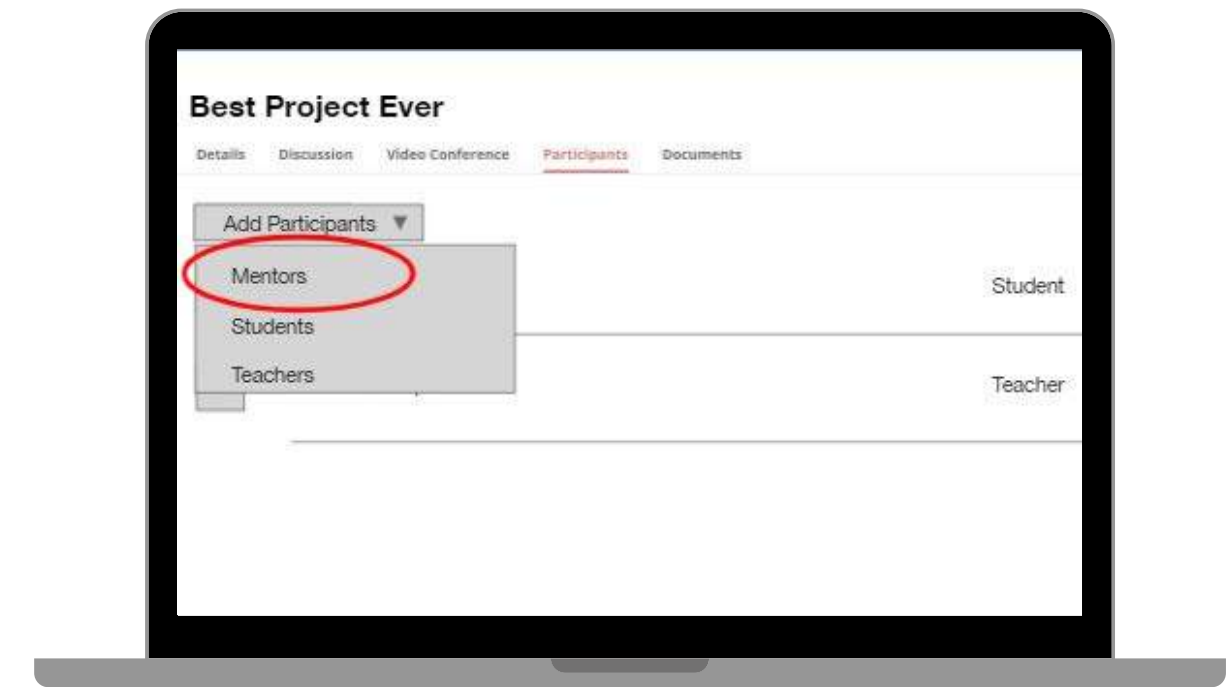
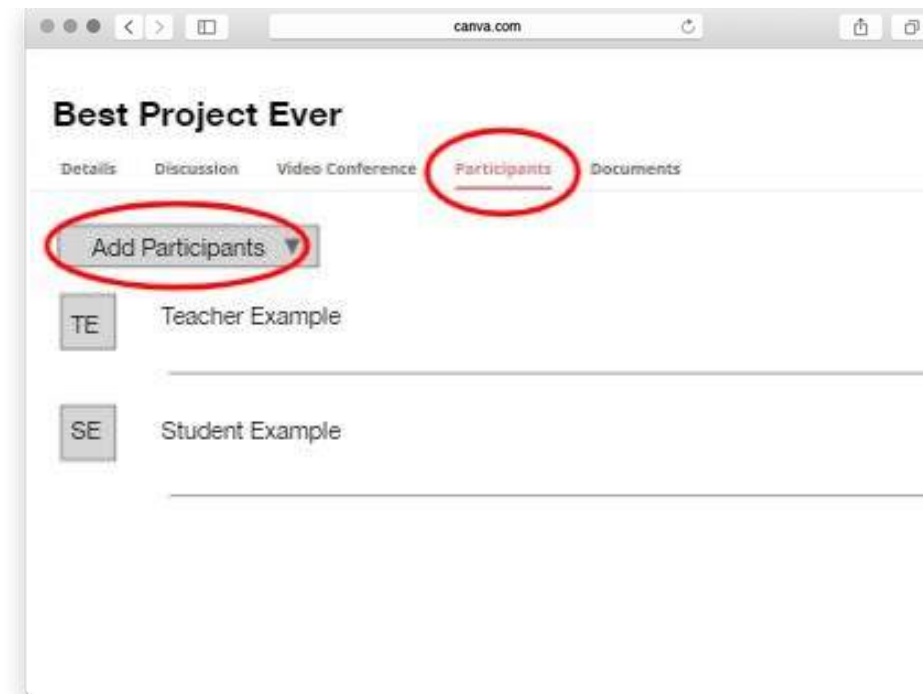
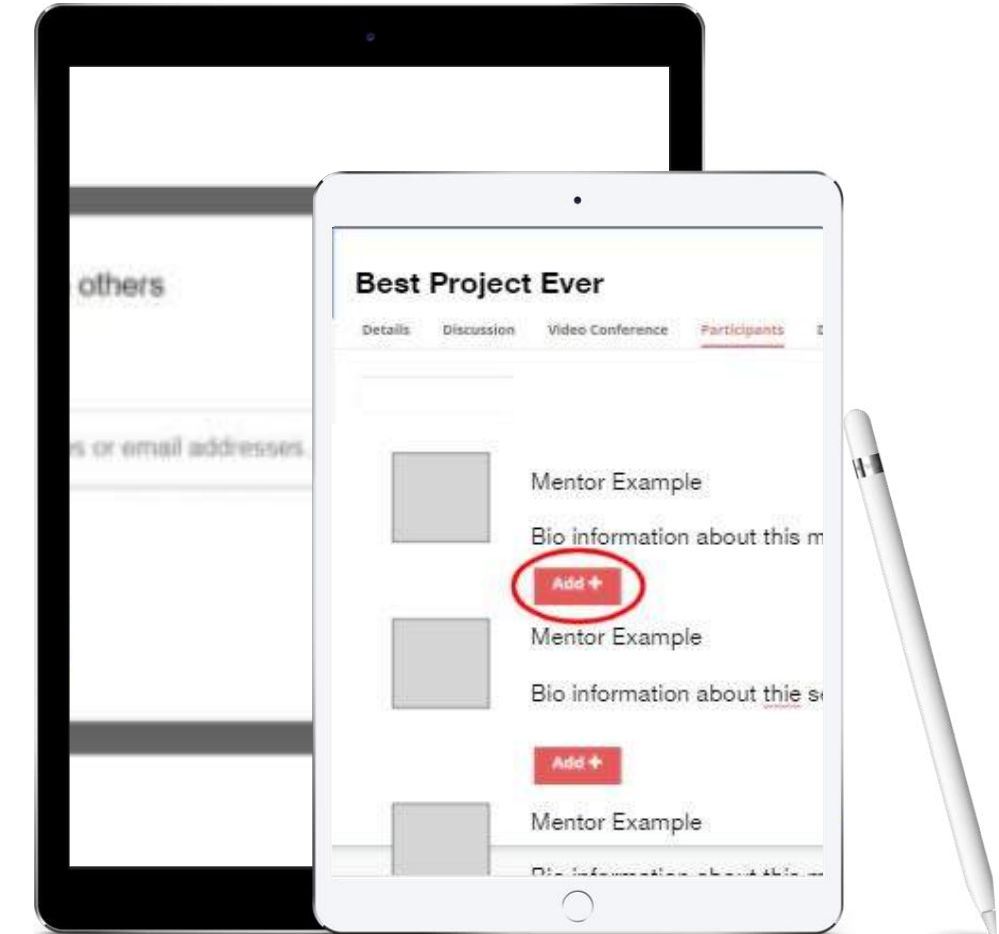
If you're having trouble finding the correct mentor for a student, please get in contact with the ISTI team. We're always happy to help find a good match.

Please note! The minimum 8 week project length does not include the time it takes for a mentor and student to match.

Use a system or strategy

Implement expectations on how your students will request a mentor!

- Avoid the same requests
- Have a backup ready



CPS

Volunteers

Teacher Role: Send ISTC the names of all mentors who have accepted student projects

ISTC Role: Distribute the CPS volunteer form and collect ID from mentors and provide that information to the volunteer coordinator at each CPS school



First Post Essentials



Response

Response to the mentor's expertise description



Update

Update! What are they currently working on?



Timeline

Timeline! When to expect updates, major deadlines, and cadence of responses



Specific questions

Specific questions for the mentor



Example Project

[Details](#)
[Discussion](#)
[Video Conference](#)
[Participants](#)
[Documents](#)

Student:

Hi, my name is Student Student. It is a pleasure to have this experience with you and to learn more about a fascinating topic. I am interested in the topic of climate change in Australia, and its impacts on agriculture and livestock. Many impacts from climate change would be shown in Australia such as lack of food, increase in the pricing of goods, and loss of livestock. I want to understand why climate change has such a strong effect on the farms, and how it can be prevented or decreased. With your knowledge of environmental studies, I would love to gain more information to benefit my project and to adapt my lifestyle! At the moment, I am starting my research and trying to get a better understanding as to just why the “cause and effect” happens. My next challenge is to more clearly define the problem. My final project is due around the end of April. However, for a heads up, I will be out of town mid March so I will be unable to communicate then. By the way, how would you prefer I address you? Thank you for agreeing to be my mentor, and I am excited for the process!

Ongoing Communication

Students have made their first post and are ready to run!

Monitoring

1

Meeting established expectations
Establishing a pattern of communication (Mentor Monday, STEM Fridays)
Nudging online

Nudging and Updates

2

While you can (and should) always reach out to ISTC if mentors are not replying, students should feel empowered to nudge their mentors as well! Mentors are full time students, employees, parents, etc. Sending a quick follow up message to hold them accountable is both efficient and a good skill to teach your students.

Final Stages

3

Thanking the mentor and sharing findings

**We will talk
more about
monitoring in a
bit!**



Nudge

MENTOR:

YES! I did.

For question four you should put something like 1-2 times a year or 4-5 times a year etc in order to define/ determine the difference between rarely, sometimes, etc..

For question 6 put i.e so that it looks like this (i.e goodwill, salvation army). It's a small change, but it matters!

Other than that your survey is really good! In addition, it is not really long, so more people are more likely to take the survey.

STUDENT 12/02/2019 11:23AM CST

Have you looked at my question document?

STUDENT 11/19/2019 12:30PM CST

Here is the link to my survey question document [LINK](#) if you could go read them and give me feed back or ideas for more questions that would be great thank you.

Final Post

STUDENT

I just wanted to come back and thank you so much for this amazing mentor experience! Having the opportunity to learn from you and work with you has been so beneficial for me not only as a student, but a person in general. You went above and beyond for me and I cannot express to you enough how grateful I am for you!

I appreciate all of the time you spent helping me edit my paper and carry out my research from the beginning of my literature review to the ending presentation. Before working with you I had no idea how to write a research paper and especially how to find the best sources, now I am confident in my academic paper thanks to you!

I hope that we can stay in touch throughout the future as I enter college at the University of Tennessee. I also hope you know if you need any assistance in the future feel free to reach out, I would love to repay you for the help you have provided me if I can ever do so.

Thank you SO much!

Video Conferencing

Video Conferencing - ISTC Policy

Teachers are always alerted when a VC is scheduled. There's no way for students and mentors to conference without the Teacher being alerted. Our policy is that teachers should be supervising the video conference, either in the classroom or by joining the video conference directly.

- 1 Students and mentors have the ability to create a video conference!
- 2 Join video conference button will appear five minutes before the conference is scheduled to begin!



Student Research Showcase

We created the Showcase as a culminating event to celebrate students. In addition to the value of the day, participating also allows students to place it on their resume or college applications.



Student Application



Teacher Nomination



Mentor Nomination

Final Highlights

The Mentor Matching is an online platform that connects students and teachers with universities and companies.



- 1 Communicate - We can't fix a problem we don't know about
- 2 Please complete teacher contract

MME 2021-22



ILLINOIS
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COALITION





The Mentor Matching Engine: Meet your new mentor

Watch later Share



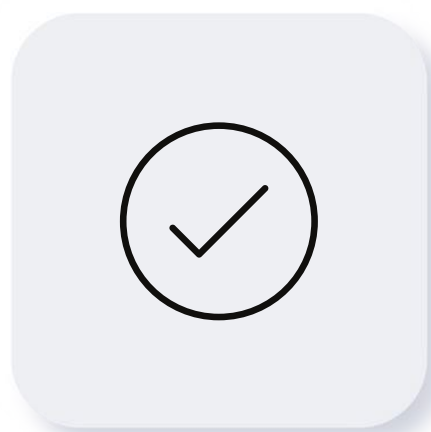
RADHA PATEL
STUDENT. MENTOR MATCHING ENGINE

Watch on YouTube

Welcome Back 2021-22

Today's agenda.

Refresh and Reset



ISTC

Outline expectations and new updates to MME!

Teacher Session

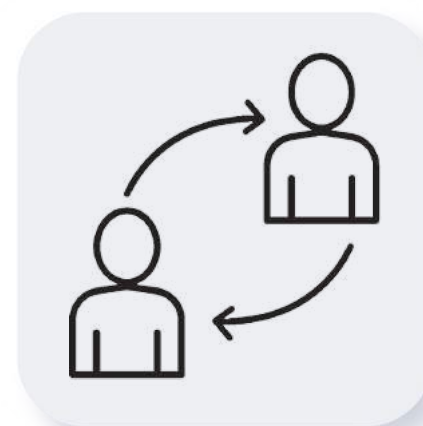
1



Caitlin Miller

Using MME with specific Milestones in AP Research

Mentor Panel

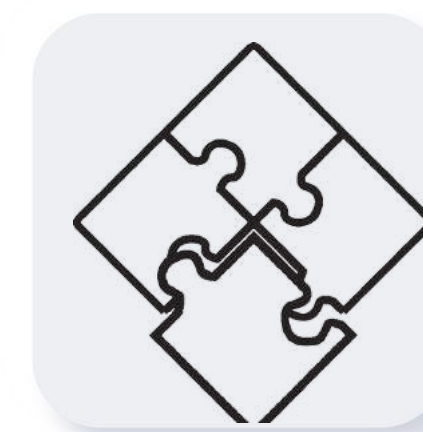


Mentors

Hear directly from the mentors!

Teacher Session

2



Sarah Baranoff

Preparing students to be the best communicators

ISTC - Education

The team on deck to assist you!



Emily Cooper
Director



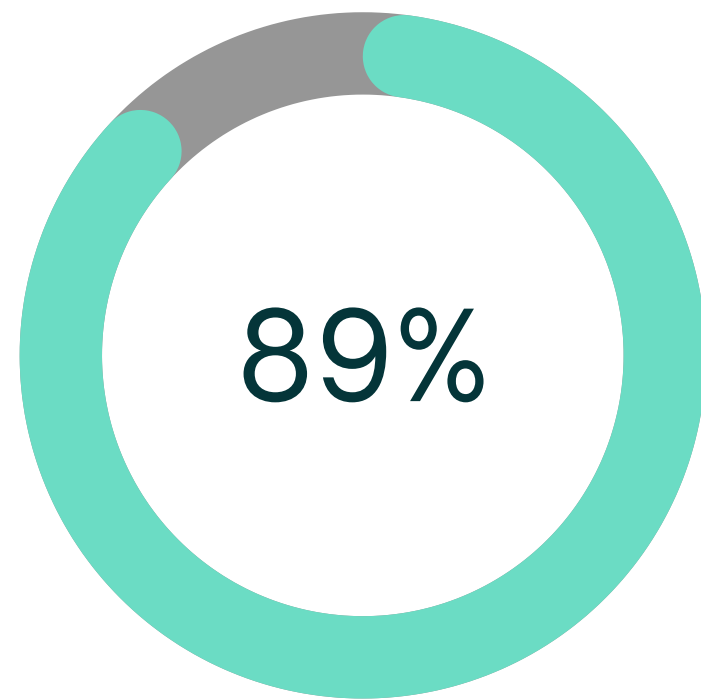
Becky Goldberg
Senior Manager of
STEM Programming



Jackie Navigato
STEM Program
Coordinator

Impact 2020-21

Despite the challenges, student impact was evident.



Students reported an increased confidence in the research skills



83 % of students reported it was their first time working with a mentor.

Evaluation

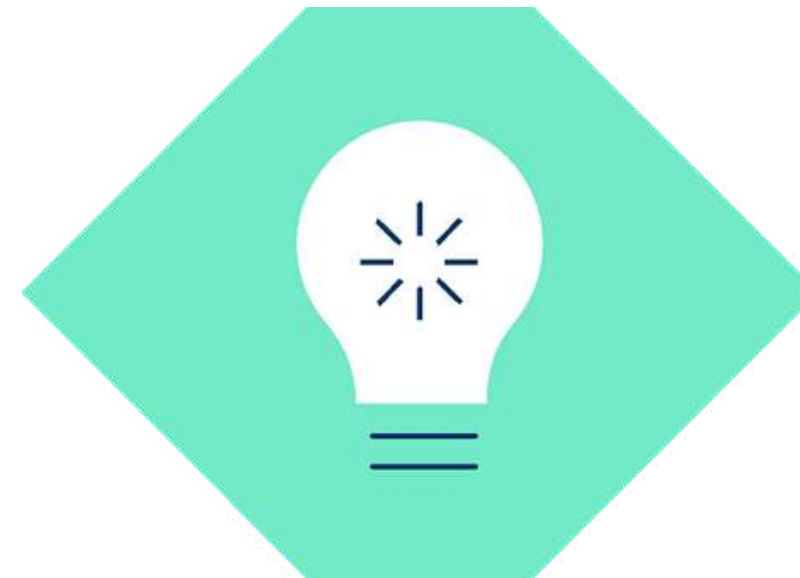
and impact

Each year, ISTC evaluates and identified the most pressing workforce needs. These are the skills we hope to foster in your classrooms.

- Collaboration
- Communication
- Problem Solving
- Project Management
- Research
- Presentation Skills
- Implementing Feedback
- Decision Making

Communication is Key

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- Necessary Nudge
- Security Precaution

To ensure ISTC does not overwhelm your inbox, respond to the monthly email and monitor MME!

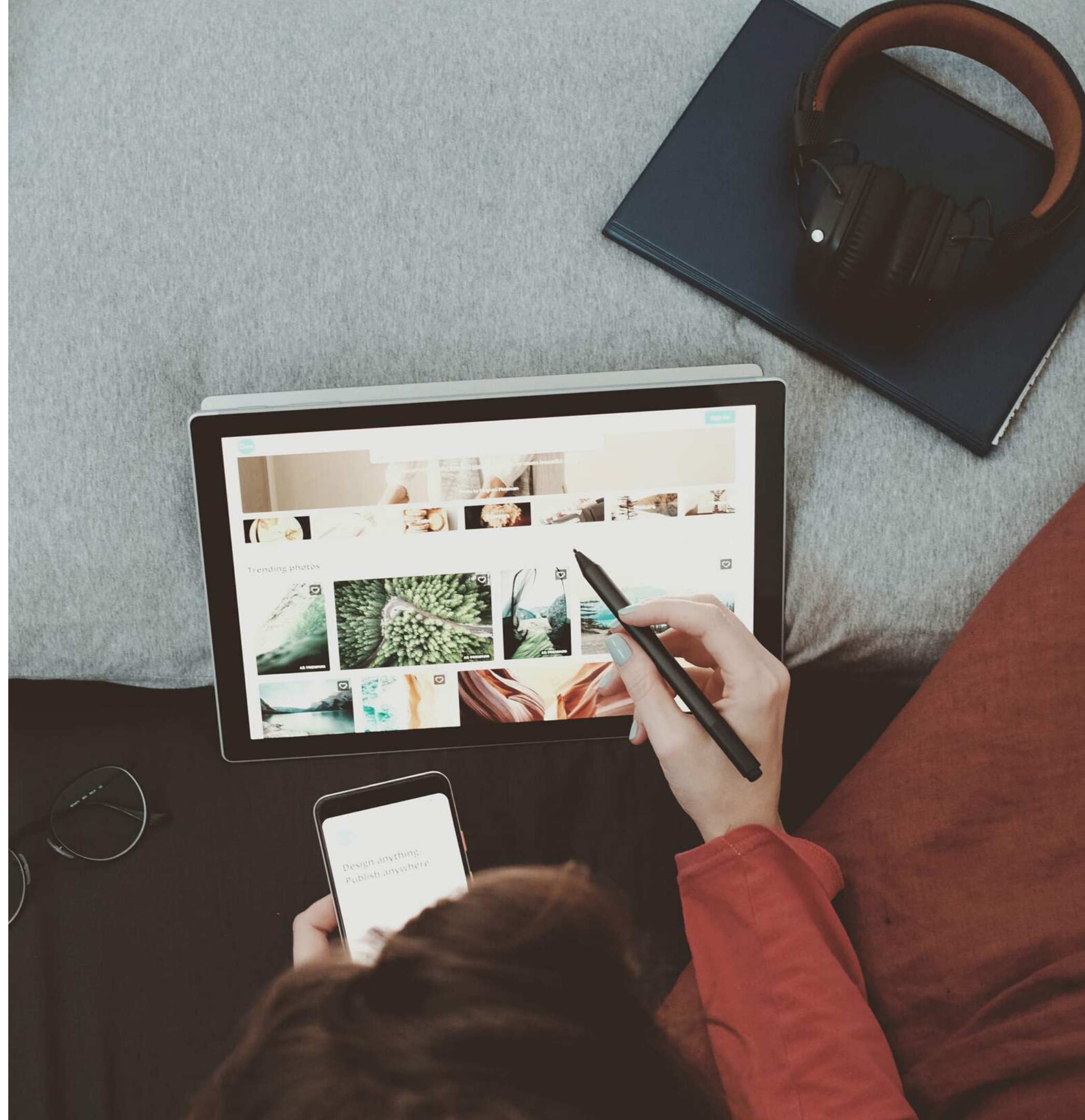


Teacher

Toolkit

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From Video Demos, to communication tools, and everything in between. Don't see what you need? Let us know!





Last Year's Teachings

In reponse to last year's program outcomes we have a few reminders and refreshers.

1

Before requesting a mentor nudge, please check the project itself!

2

New categories have been added!
Media
Pop Culture
LGBTQIA+
Design/Visual Arts

3

New "Next Button" to move from project to project

ISTC Expectations

Let's refresh and reset

Monthly Emails

Monthly emails are a critical part to programmatic implementation. Read through it in full and RESPOND.

Monitoring on MME

You will no longer have an ISTC point person reviewing your projects. Jackie and Allison will reach out on your behalf, and need to be notified of a break in communication.

Showcase

We heard from many of you that the timing of the showcase does not line up with your class experience! Please provide suggestions for a new showcase timeline! Remember spring break and AP testing (statewide).

Naming Projects

Be unique! It will be easier to track projects with names that are not all "project 1, project 1.5 etc. "

TLDR

- Your role in monitoring is critical this year
- Respond to monthly emails
- New Categories, new mentors, new opportunities

As always, please reach out with any questions or concerns.

Communication is key to all parts of the program! We can't wait for a wonderful year!



MME AND AP MILESTONES

Caitlin Miller



MENTOR PANEL

Please welcome,
Lindsay Moulton and
Sarah Outland!



NURTURING STUDENT- MENTOR RELATIONSHIPS

Sarah Baranoff



Teachers
Award!

Teacher

Contract

Before you go

Please complete the teacher contract before heading out!

