



RCA Professional Advisory Program On-boarding Toolkit

Program Description and Objectives

The Student Committee Professional Advisor Program will assist RCA student members requesting assistance for professional guidance by an RCA professional. The six-month pilot program connects students with enthusiastic, capable professionals to support their professional development with RCA through regular interactions through phone, email, online and at in-person events. The program will allow current RCA professionals the opportunity to volunteer while providing education to a key demographic audience.

Learning Outcomes:

- Enhance students' leadership skills
- Review resumes and provide suggestions for improvement
- Provide career guidance and support for students who are finding their career path
- Teach students the best ways to network in the industry
- Advise students on how to stand out when searching for internships and job opportunities

Expectations

Students are expected to reach out to their professional advisor to introduce themselves, coordinate a time to meet, and come prepared with a list of questions and objectives in addition to the ones outlined in this toolkit and Reflection. Suggested questions for students to ask professionals include:

- *Tell me about your educational background. Where did you go to school? What did you major in? How did you obtain your first internship and professional job?*
- *What do you wish you would have known in school prior to graduating?*
- *How do you demonstrate leadership within your career? What other qualities do employers find valuable in this industry?*
- *How can I stand out to employers when searching for jobs?*
- *What advice do you have for someone who may not have many contacts in the industry? What networking strategies do you find useful?*

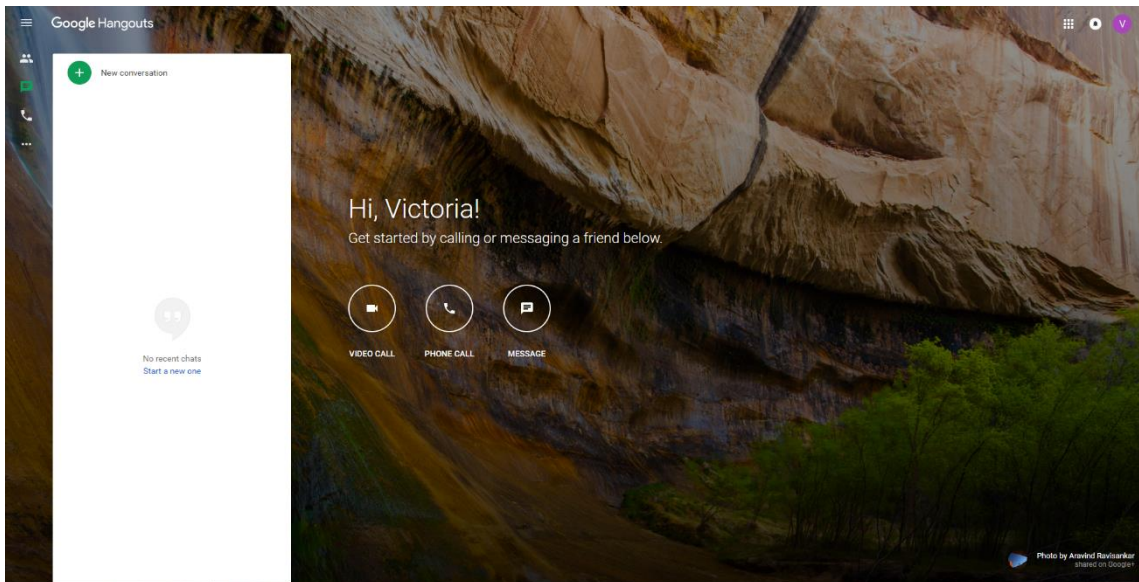
Professional advisors are expected to come prepared to discuss their own experiences, offer their best advice, and provide honest and valuable feedback to student(s). Professional advisors are also expected to review the Reflection students will be submitting at the end of the program to understand what students are hoping to learn.

Professional advisors and students are both expected to review each other's applications prior to meeting to learn each other's background, career objectives, and interest in participating in the program. Applications will be sent to both the professional advisor and the RCA student at the beginning of the program.

How to Meet

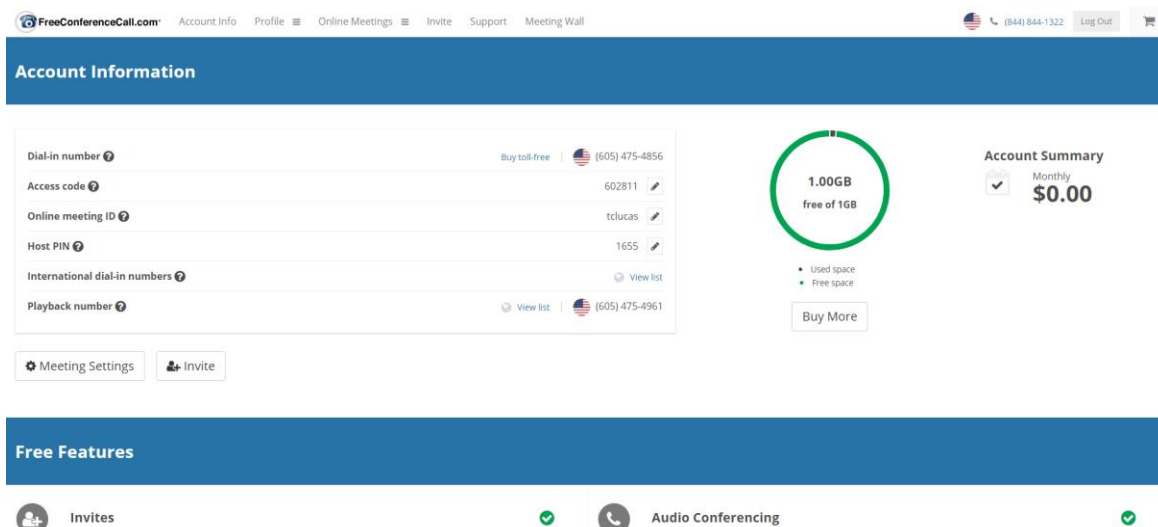
Students are expected to reach out to professionals to coordinate a time to meet. It is recommended students and professionals exchange phone numbers; please be considerate and ask if your mentor/mentee is opposed to texting. Other meeting options include Google Hangouts and meeting face to face if you and your mentor/mentee live nearby. We recommend scheduling up a time to meet at the RCA Annual Conference in San Diego in April if both parties are attending.

[Google Hangouts](#)



Google Hangouts allows participants to video call, phone call, or message another party - all for free! This is another great resource to connect with your mentor/mentee. A Google account is required and can be set-up [here](#).

[Free Conference Call](#)



FreeConferenceCall.com Account Info Profile Online Meetings Invite Support Meeting Wall (844) 844-1322 Log Out

Account Information

Dial-in number	Buy toll-free (605) 475-4856
Access code	602811
Online meeting ID	tlucas
Host PIN	1655
International dial-in numbers	View list
Playback number	View list (605) 475-4961

Meeting Settings Invite

1.00GB free of 1GB

Account Summary Monthly \$0.00

Buy More

Free Features

Invites ✓ Audio Conferencing ✓

If you prefer using a conference line in lieu of providing your cell phone or work phone number, Free Conference Call is another great resource to connect with your professional advisor or student.

[FaceTime](#)







Connect with your professional advisor or student with FaceTime. Make audio and video calls from your iPhone, iPad, and iPod touch to other iOS devices or even a Mac.

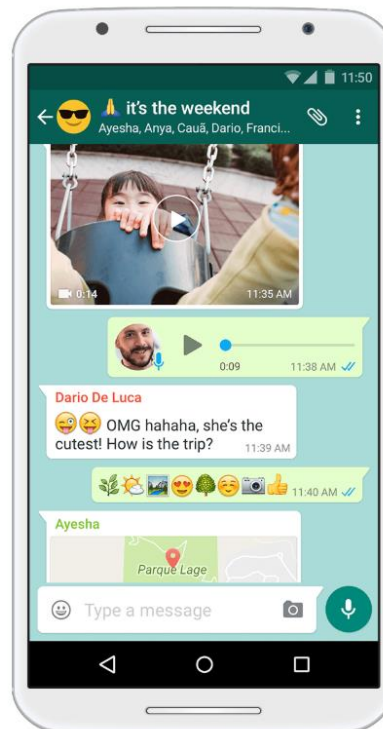
[WhatsApp Messenger](#)

Simple. Secure.
Reliable messaging.

With WhatsApp, you'll get fast, simple, secure messaging and calling for free*, available on phones all over the world.

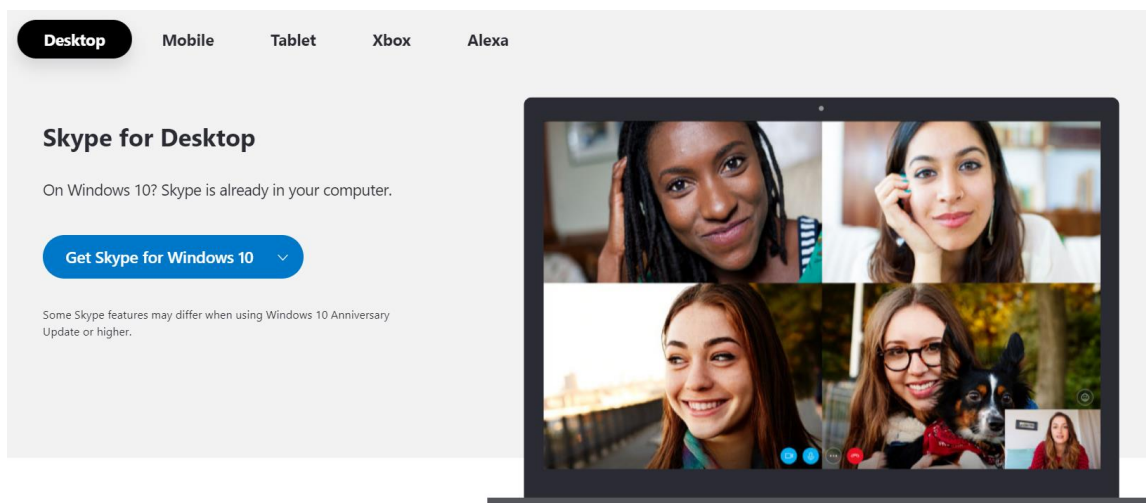
* Data charges may apply. Contact your provider for details.

-  Android
-  iPhone
-  Mac or Windows PC
-  Windows Phone



Message, voice call or video call with your professional advisor or student for free. Your messages and calls are secured so only you and the person you're communicating with can read or listen to them. Learn more about WhatsApp's features [here](#).

[Skype](#)



Skype is another great tool you can use to connect with your professional advisor or student. With Skype you can video chat, message, and share files and photos.

Timeline

RCA staff will do a check in with all participants mid-January to see if professionals and students have had further communication, if meeting(s) have taken place, and to see if there are any obstacles or challenges. Questions and concerns will be addressed throughout the program.

Timeline
January: RCA staff to check in with all participants
April 15-17, 2020: Professionals and students to meet at conference if both parties are attending
May 2020: Students to email completed Reflection to Tori Clucas at tclucas@culinology.org . The Reflection is a document that has been routed to all participants that will evaluate program success.
May 2020: RCA staff to send student reflections to RCA professional advisors

Get Started

- ✓ RCA students and professional advisors to review their mentor/mentee's program application.
- ✓ RCA students to send their professional advisor an email introducing themselves.
- ✓ RCA students to send their professional advisor their resume, any additional information, and schedule a time to meet.
- ✓ RCA students and professional advisor have first meeting and determine future meetings if needed.

Please note: RCA staff is responsible for matching RCA students with professional advisors, however, it is up to both the student and advisor to initiate and facilitate dialogue and all meeting(s). RCA students and professional advisors are expected, at a minimum, to discuss the learning outcomes as outlined above, and are encouraged to ask additional questions and be open to learning from each other to maximum program benefits.

Please notify program coordinator Tori Clucas at any time throughout the program with questions or concerns at tclucas@culinology.org or at (312) 321-6861.