

# Mentor Program for Community Colleges in Process Technology

The Center for the Advancement of Process Technology (CAPT) is pleased to announce the call for applications for mentors to participate in a mentoring program for community colleges seeking to improve the education and preparation of process technicians in the fields of chemical and refining, oil and gas exploration and production, pharmaceuticals, and power generation. CAPT invites applications from experts who are interested in serving as a mentor and working with a college whose faculty and administration want to develop or strengthen a degree program for process technicians in one of these fields.

Each mentor will work with one college. A college will be selected through their request for help with program improvement and its commitment to working in a mentoring relationship. Areas in which a mentor assistance may be requested include: designing a new program; implementing changes in an ongoing program that needs to be more responsive to industry needs; developing or redesigning curriculum or materials; building training programs for faculty and staff; recruiting students; engaging local industry in internships or other field experiences for students or faculty; and evaluating results.

## Application Criteria

CAPT welcomes applications for mentors from college members and individuals from industry who meet the following criteria:

- Experience in planning and implementing a major program change in process technology education
- Experience in mentoring or providing technical assistance to individuals or small groups
- Working knowledge of the goals of the CAPT and the NSF ATE program
- A degree or equivalent experience in the field that one wishes to participate as a mentor

## Mentor Responsibilities

**Mentoring** - Provide leadership, technical assistance, and “best practice” advice to a college assigned by CAPT for the 2004 – 2005 academic year. Work collaboratively with the assigned college, CAPT and other colleges for the duration of the mentoring relationship. Attend the subsequent Critical Issues & Best Practices conference and provide a white paper on the mentoring relationship and results.

**Site Visits** - Conduct at least one site visit to the assigned mentee college.

**Leadership** - Collaborate with all participants in the mentoring program and share experiences and advice with CAPT and the national education community.

**Accountability** - Participate in all assessment activities identified by CAPT or its external evaluator. Meet CAPT reporting deadlines.

**Compensation** - Travel expenses up to \$900 and an honorarium of \$500 will be provided by CAPT.

## How to Apply

1. Complete the Mentor Application Form
2. Provide a letter of support from college academic Vice President, Dean or company superior
3. Resume (not more than 2 pages)
4. Mail the originals to:

Center for the Advancement of Process Technology  
1200 Amburn Road  
Texas City, TX 77591  
Tel: 409.938.1211 ext. 100

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## Application Form: Mentors

Please type or reproduce on computer

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

INSTITUTION/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SUMMARY OF DUTIES IN PRESENT POSITION: \_\_\_\_\_

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STRENGTHS YOU WOULD BRING TO THIS PROJECT: \_\_\_\_\_

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DISCIPLINE: \_\_\_\_\_ YEARS OF EXPERIENCE IN DISCIPLINE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACADEMIC VP/COMPANY SUPERIOR NAME/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_