The StEP Program is designed to mentor students who are interested in a career in the startup industry. Mentors will help guide students through the process of getting an internship, being successful in this internship, and planning for and attaining their first job upon graduation.

Our focus is on technology growth companies or venture capital backed startups and the many different career paths offered in this industry. The model is a one to one mentor to student model, pairing a student with a mentor whose background most closely matches the direction and goals of the student.

We fully understand and support that students may also want to evaluate career opportunities with large corporations. However, this is not our area of expertise. Students are encouraged to work with career services and others to explore opportunities with large corporations.

This program is a fully independent non-profit program. The mentors are all full-time professional employees donating their time to help students with no reimbursement. And the technology growth companies the mentors are referring students to are all fast-moving companies with no time to waste. To this end, students who participate in this program must:

- **Be punctual**: respond to emails in a timely manner to mentors and companies; be on time for all appointments, calls, and projects; notify mentors and companies whenever a schedule or commitment cannot be met;
- **Be prepared**: enter meetings with a mentor with questions, topics of interest, bring attention to one’s weak spots; keep mentors and companies updated on the status of all projects they are assigned. *Use this opportunity to utilize your time with your mentors to grow as a professional*;
- **Be ready to learn**: you’re taking the mentorship as an opportunity to learn about potential career paths, and these mentors are here to provide advice and clarity. *Ask those questions!*

**StEP Mentor Process:**

1. **Mentors** advise students on how to search for 5 to 10 potential internships for them to apply to. (Recommend appropriate sites and methods to search for internships). **Students** do the work and come back to mentors with the internship list.

*Search for opportunities on UMB Handshake under UMass Boston Venture Development Center+StEP*
2. **Mentors** advise students on how to go through the internship application process. (Recommend how to review the internship description and company and then create tailored resumes and cover letters designed specifically for each internship). **Students** do the work and come back to mentor with tailored resumes and cover letters.

3. **Mentors** advise students on how to go through the phone screen process. (Recommend how to do research on the internship, company, and industry, and prepare a list of questions the interviewer may ask and answers the student may give. Also, recommend a list of questions for the student to ask). **Students** do the work and come back to mentors with the notes and material they will use for the phone interview.

4. **Mentors** advise students on how to go through the on-site interview process. (Recommend how to do more detailed research on the internship, company, and industry, and prepare a list of questions the interviewers may ask and answers the student may give. Also recommend a more detailed list of questions for the student to ask). **Students** do the work and come back to mentors with the notes and materials they will use for the on-site interview.

5. **Mentors** advise students on how to follow up with all company contacts after the interview process. (Recommend emails to send and messages to convey). **Students** do the work and come back to mentors with the emails they will send to company contacts.

6. **Mentors** periodically review the internship experience with students and guide them towards a successful internship completion. **Students** periodically update mentors on internship experience.

7. **Mentors** work with students to apply and go through the interview process for their student's first career opportunity upon graduation. **Students** periodically update mentors on the targeted positions they are focusing on for their first career opportunity.

The above process is a general overview. Please note mentor/student relationships vary on case-by-case basis and change over time, depending on professional goals of a student and mentor.