

American Planning Association (APA) Virginia Chapter
Young Planners Group (YPG)/FAICP Mentorship Program



Thank you for your interest in the APA Virginia Chapter YPG/FAICP Mentorship Program. This handout contains information about the program and guidance for participants.

Program Background

In the beginning of the YPG/FAICP Mentorship Program, a phased implementation approach was developed to measure the participation and success of the program. Phase 1 of the Mentorship Program focused on building relationships between Fellows of the American Institute of Certified Planners (FAICP) and/or Planning Directors with young professionals throughout the state of Virginia. As the Phase 1 implementation was completed, it was determined that Phase 2 of the Mentorship Program should be expanded to include AICP members as mentors and graduate students as mentees.

Program Vision

To build lasting and impactful relationships between young planners and senior planners across the state, particularly through mentoring in professional pursuits.

Why Mentor/Mentee

- 1) *Mentors*
 - a) Mentees provide issues and experiences that in order to understand, reinforces the value of listening
 - b) Mentees provide an opportunity to enhance leadership skills through the provision of guidance
 - c) Mentees require assessment of mentors' personal values and experiences to identify best tactics utilized thus far in their careers
 - d) Investing in a mentee provides an opportunity to give back to the Planning field

- 2) *Mentees*
 - a) Mentors provide information and knowledge
 - b) Mentors provide an objective viewpoint on where improvement or attention may be needed
 - c) Mentors find ways to stimulate personal and professional growth
 - d) Mentors offer encouragement and are a sounding board for ideas and opportunities
 - e) Mentors can be connectors and help introduce you to the Planning network

Program Levels

- 1) *FAICP/Planning Directors*
 - a) We are looking for FAICPs and/or Planning Directors with the objective of mentoring AICP and/or young professionals who are 5-10 years out of school and would like to be mentored by a professional with extensive expertise in the planning field.

- 2) *AICP Professionals*
 - a) We are looking for AICP professionals to mentor young professionals who are 0-5 years out of school or graduate students enrolled in a graduate program at a Virginia university or college.
 - b) We are looking for AICP professionals to mentor young professionals who are 0-2 years out of school as well planning students who have signed up to participate in the AICP Candidate Pilot

Program. This program differs in that mentees will likely seek to learn about the AICP exam in addition to learning about the planning field.

Program Participation (Mentors and Mentees)

- 1) *How long is this program?*
 - a) The formal mentor and mentee match will only last for a year. However, if the relationship has proven to be successful for both participating parties, the mentorship could continue for a longer period, as determined by the participants.

- 2) *What will I be doing?*
 - a) We recommend that mentors and mentees try to meet during the year if it works in their schedules. How much you communicate via email and phone is up to you; you will decide that together, based on what your schedules allow. However, it is advised that communication occur on a frequency between quarterly and once a month for a successful program.

- 3) *What will we be discussing?*
 - a) What you discuss is up to you. When mentees apply to participate, they complete the mentee form which will include a list of things they want to work on to aid in finding a suitable match. Mentors will include a resume as part of their participation form to summarize their expertise and experience. This will allow mentors and mentees to have a shared understanding of what topics are of greatest importance to their mentee and this will foster the matching of mentor and mentee. After being matched, mentors and mentees will work together to create a list of up to three goals for the year. At the end of the year, the mentor and mentee will work to identify goals the mentee can pursue as he or she moves forward.

- 4) *How will mentors and mentees be matched?*
 - a) Mentees will review the mentor's resume and select 2-3 people as their preferred mentor. The Mentorship Program coordinators will then match participants, trying to honor preferences as much as possible. When matching, the goal will be to match people who are in the same sector, similar topic area, and same geographical region.

- 5) *Are there additional opportunities for networking with mentors?*
 - a) It is anticipated to have a networking opportunity for mentors and mentees at the annual state conference. Additional details will be determined closer to the date of the conference.

Program Survey

At the end of each year, we will ask all participants to participate in a survey to identify the strengths and weaknesses of the program. This survey will occur around November.

Program Schedule

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| 1) Mentorship Program Start | May 1, 2018 |
| 2) Call for Participants | May 1, 2018 – June 1, 2018 |
| 3) Program Matching and Notification | June 1, 2018 – July 1, 2018 |
| 4) Program Participations | July 1, 2018 – August 1, 2019 |
| 5) Conference Networking | July 22 – July 25, 2018; July 2019 |
| 6) Program Survey | May 1, 2019 – May 31, 2019 |
| 7) Program Outreach | Ongoing |

Program Communication

Information about the program is provided at the following link: [WEBLINK](#). For all formal inquiries regarding the program, please contact the YPG Co-Chairs at ypg@apavirginia.com.

Please contact the following people based on your professional level if you have questions regarding the specific duties of each professional level regarding the Mentorship Program:

FAICP and/or Planning Directors:

- Jim Zook, FAICP Mentorship Program Coordinator
 - jimzook1@gmail.com

AICP Candidates:

- Andrew Hopewell, APA VA Professional Development Officer and AICP Candidate Program Coordinator
 - pdo@apavirginia.com

Young Professionals:

- Whitney Sokolowski, APA VA YPG Co-Chair and YPG Mentorship Program Coordinator
 - ypg@apavirginia.com