

MLA Alumni Portfolio Review Program 2023-2024

Alumni Reviewer Guide

SEAS Career Services



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Introduction

Thank you for your interest in the SEAS MLA Alumni Portfolio Review Program. We are glad you are here!

Through its studios, visualization coursework, and technical/professional practice courses, the MLA program helps students develop expertise with the tools, skills, and knowledge necessary to create a portfolio that can be utilized for a job and/or internship search. Creating this portfolio can be stressful, thus SEAS Career Services has created a new service to allow for additional feedback and insights from SEAS alumni working in the field.

Starting Fall 2022, the MLA Alumni Review Portfolio process welcomed students to be paired up with a SEAS MLA alum for a mentorship opportunity that is focused on offering invaluable guidance and feedback for improving your current portfolio. We hope this new offering will be helpful for students to feel confident with their final portfolio as they prepare for internships and the workforce.

2023-2024 Program Run Dates:

Fall Program: October 2, 2023 -December 15, 2023

Winter Program: January 10, 2024- April 26, 2024

Program Goals

There are several goals that the MLA Alumni Reviewer program will aim to accomplish.

For the Alumni Reviewer (mentor) the program will aim to:

- Further grow their connection with the SEAS community
- Share professional experiences and journey with students
- Support assigned student (s) and offer insights
- Contribute to the development and growth of a student (s) that is matched

For the MLA student (mentee) the program will aim to:

- Build a professional relationship with the matched alumni reviewer
- Receive feedback that can be used to further improve the student's MLA portfolio
- Build crucial networking and communication skills required for the workforce

Understanding SEAS MLA Alumni Recruitment and Pairing Process

SEAS Career Services has worked closely with the Office of Alumni & Development and SEAS Employer Relations to compile a list of MLA alumni who have expressed interest in staying connected to SEAS programming.

We have created this [interest form](#) for MLA alumni interested in volunteering as a Portfolio Reviewer on a rolling basis. A similar interest form is also sent to students who sign up requesting a review. Depending on alumni preferences, the following platforms will be used for communication and connection between the alumni and student:

- 1.) **SEASnet:** most preferred method as it allows for easy and organized method of engagement within the SEAS community. Both the student and alumni need to have a profile in order to utilize this method.
- 2.) **LinkedIn:** to be utilized in lieu of SEASnet per alumni/student preference
- 3.) **Email**
- 4.) **Zoom/Microsoft Teams**

Once a student is matched with the alum based on availability and other factors acquired from the interest forms. If SEASnet is utilized, the mentorship platform will allow for "criteria" creation that model the interest form questions to determine the best student/alumni match. The SEAS Career Services Coordinator will reach out to both parties to offer an introduction and opportunity to communicate the next steps in partnering on their own.

Please note every effort is taken to ensure the best possible student/ alumni pairing. If there are any concerns related to the matching process, please contact MLA Career Coordinator, Jonathan McClelland (jonmcc@umich.edu).

Tips for Creating your SEASnet Profile

[SEASnet](#) is the preferred platform for this program, however if you prefer to utilize LinkedIn or another medium of communication, please indicate your preference on the interest form.

- Read through the SEASnet [instructions](#) and watch this [tutorial video](#)

Understanding the SEASnet Mentoring Platform

Each mentee will be matched with one dedicated mentor. The matching process will be based on a combination of factors including preferences selected by mentees and overlap in interests and background identified in program registration questions. Please note, incomplete profiles will not be considered for matching. Once complete, you will receive an email notification once you are matched with your mentor or mentee. From there, you are free to begin engaging with the student you are matched with and share your portfolio for feedback.

Understanding Student and Alumni Roles and Responsibilities

Once the student and alumni pairing is made, each party will be informed of their roles and responsibilities in the review process. The student is expected to share their digital portfolio with the alumni reviewer within **2 days** of notification of their match. The reviewer has 2 weeks to complete the review process. Once the student has made changes to their portfolio per the feedback provided, they have the option to re-share their work for a final check-in.

Alumni Reviewer Expectations:

- Complete and submit the [MLA Alumni Portfolio Reviewer Interest Form](#) to SEAS Career Services
- Review the MLA Alumni Portfolio Program-[Alumni Reviewer Guide](#) to better understand the process and expectations
- Read and review the [mentoring guide](#) provided to prepare you for your new mentorship

- Create a SEASnet account if you opted to follow utilizing the platform as the main source of communication for the program
- The alumni reviewer has up to a 2-week turnaround period to complete the review
- Please communicate any information/requests that you may have omitted from the interest form to SEAS Career Services ahead of time
- Respond to student communications within a 48-hour timeframe, the same expectation was communicated to the student as well
- If any concerns arise with your experience, please reach out to SEAS Career Services immediately
- Anticipate a survey from SEAS Career Services after your portfolio reviewer experience is complete

For reference, the following expectations will be shared with our student participants:

- Reach out to SEAS Career Services early! Do not wait to submit your interest form last minute
- Review the MLA Alumni Portfolio Program [student guide](#) provided to better understand the process and expectations
- Read and review this [mentoring guide](#) provided to prepare you for your new mentorship
- Create a SEASnet account if you opted to follow utilizing the platform as main source of communication for the program
- Be respectful and professional, remember you are representing UM SEAS in your interactions
- The alumni reviewer has up to a 2-week turnaround period to complete the review

- Be sure to communicate any information/requests that you may have omitted from the interest form to the reviewer ahead of time
- Respond to reviewer communications within a 48-hour timeframe
- If any concerns arise with your experience, please reach out to SEAS Career Services immediately
- Anticipate a survey from SEAS Career Services after your portfolio experience is complete

Additional Resources

- [SEAS Mentoring Guide](#)
- [SEAS Career Services- “Connect with Alumni and Employers Guide”](#)
- [National Mentoring Resource Center](#)