

FAQs



Alumni Classroom Takeover FAQs

What is Alumni Classroom Takeover?

Alumni Classroom Takeover is a program managed by the Office of Alumni Relations. The program serves as an opportunity for faculty members to invite alumni into their classrooms to share their experience and three major goals:

1. Showcase a variety of career paths available to students
2. Allow students to grow their professional network while still a student
3. Bridge the gap between classroom theory and industry experience

When can I participate in the program? Is there a deadline?

Alumni Classroom Takeover has transitioned to a year-round program. Expressions of interest will be solicited from faculty at the start of the Fall and Winter semesters, but alumni matches or recognition can be requested any time throughout the year, including the summer semester.

How do I participate?

Check your email for an Expression of Interest form sent by act@mtroyal.ca and fill out the Microsoft Form. A member of the Alumni Relations team will then reach out to you directly to confirm class details and/or a match. If you don't see it or have further questions, simply email act@mtroyal.ca.

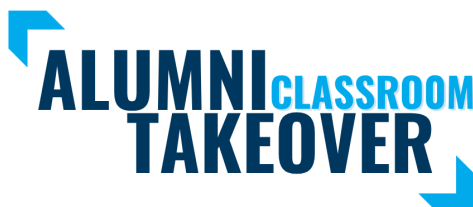
I already have alumni coming to my class, can I still participate?

Yes! We recognize that many faculty organize alumni sessions through existing relationships. Notifying the Office of Alumni Relations of these classes allows us to recognize these alum and amplify their stories/impact on campus. Please fill out the Expression of Interest form with the class details and the Office of Alumni Relations will follow up with you directly.

Tracking alumni participation also informs our Alumni Engagement Score, a benchmark we use against other post-secondary institutions. This data helps to inform our work within the Division of Community Engagement.

I don't have alumni for my class - can you help me find one?

Absolutely! When you fill out the Expression of Interest form, you can include class details, preferred days/times and request alumni specific areas of expertise. The Office of Alumni Relations will then connect with alumni in their database who are a fit, and connect you directly via email.



I have completed the Expression of Interest form - now what?

If you confirmed existing alumni participation, the team will reach out to you regarding your preferred recognition methods for the alum and any remaining details. You will also receive a toolkit to help you prepare for the ACT.

If you are seeking a match for your class, the team will reach out once suitable alumni have been selected. An introduction will be made and the toolkit will be provided at that time. It is up to you to inform the Office of Alumni Relations of the final date(s)/time(s) of your alumni sessions.

What does an Alumni Classroom Takeover look like?

There are multiple formats an Alumni Classroom Takeover can take! It is up to you and the alum to choose which format works best for you and your class. Popular formats include:

1. **Panel:** Best for 3 or more alum. Panelists introduce themselves, their program/year graduated, and what they are doing now. Using the Q&A guide, the faculty member guides questions around their career paths, challenges transitioning from school to industry, advice they offer current students, etc. Depending on class time, start with a handful of key questions from the guide followed by student questions.
2. **Fireside chat:** Best for 1-2 alum. A more casual option - no slides, just real questions and real stories. Allows alum longer introductions and detailed responses to fewer questions; integrate student questions throughout.
3. **Career presentation:** Best for 1 alum. If time permits, alum can create a slide deck to walk students through their career progression, key learnings and takeaways from MRU, and advice or next steps for current students. Save time for student questions at the end!

How can I prepare for Alumni Classroom Takeover?

Prepare by reviewing the tabs of this document and deciding which format is the best fit for your alum. Ensure you have confirmed the class details (day/time/room) with both your alum and the Office of Alumni Relations, and have notified the ACT team of your preferred recognition methods. The Office of Alumni Relations does their best to attend classes in-person to greet and thank alumni. If you have further questions or need help preparing, please do not hesitate to email act@mtroyal.ca.

Day of:

- Download the Alumni Classroom Takeover background slide from the toolkit and have it up on the screen
- Consult the speaking notes and introduction provided by the Office of Alumni Relations (Tab 3) and use this as a guide to introduce participating alum



- Encourage your class to ask questions or use the Q&A Guide to make the most of your session
- If available, a team member from the Office of Alumni Relations will attend to greet and thank alumni at the start of the class

A note about parking: the Office of Alumni Relations will not be covering the cost of parking for alumni participating in ACT. You can find the parking map and information [here](#).

What happens after Alumni Classroom Takeover?

Both faculty and alumni will receive a short survey (Net Promoter Score) to complete. If you have additional feedback for the program, it can be sent to act@mtroyal.ca!

The Office of Alumni Relations collects images and testimonials from faculty, alumni and students throughout the year to use for future marketing communications (Always Blue newsletter, Summit magazine, @mrualumni social media channels).

I know alumni that would be great for Alumni Classroom Takeover - how can I get them involved?

If you have alum in your network that you think would be great to speak to students, please contact the Office of Alumni Relations at act@mtroyal.ca and share their names and contact info. We will confirm their alumni status and reach out to them directly regarding potential class matches.

Who do I contact if I have more questions?

Please contact act@mtroyal.ca. Jenn Hampson, Program Manager for ACT, will get back to you as soon as possible.

You can also visit the ACT page of the Alumni Relations website [here](#).

Sample Q&A



Alumni Classroom Takeover continues to be one of our most popular programs with Alumni Relations, bridging the gap between current students and alumni working in industry. Sharing career stories, advice, and recognizing the success of our alumni in the community continues to inspire the next class of students.

Regardless of where your students are at in their program, the biggest question time and time again is: “what’s next?”, and “what are the options with my degree?”. Survey data has made it clear that career pathing continues to be a top concern for our students after convocation as well, which you will see reflected in the frequently asked questions below.

Walk us through your career and how you got to your current role.

What was the biggest learning curve getting into this career/industry?

What did you take away from MRU (skills/concepts/relationships) that helped you get to where you are today?

What would your advice be for students looking to start their career in this space?

Looking back, is there anything you wish you had known or done differently before graduating?

What does a typical day or week look like in your role?

How can students stand out when applying to roles in this industry?

Which specific tools, software, or technical skills do you use daily that we should start learning on our own right now?

Speaking Notes / Introduction



Before starting your “Alumni Classroom Takeover” please consider and share the following information with your students.

Housekeeping:

- Photos and video may be taken during this class, should students not feel comfortable being in them please ask them to sit near the back of the class. Please notify the photographer (if applicable) of these students.
- Please ensure that the Alumni Classroom Takeover slide is on screen.

Introductory Speaking Notes:

- Key messaging:
 - Today’s Alumni Classroom Takeover is presented by the Office of Alumni Relations, providing alumni with meaningful ways to engage with Mount Royal after graduation and to share their knowledge, skills and advice to inspire you for life after graduation and heading into your careers.
- Please provide a welcome to your alum (their name, credential obtained from Mount Royal) and share a few key highlights of them and their work. If you know them from their time as a student, please make that personal connection for your class.
- Try to make the connection between your class content and what the class will hear from the alum as part of the introduction.
- Encourage questions throughout - this is a great opportunity to connect with someone who has been in the same position in a low-stakes environment.

Closing Speaking Notes:

As you finish your Alumni Classroom Takeover, please thank the alum and present a gift (if applicable). As you share your thoughts and reflections on what you heard, please also include this key message in your closing remarks:

- On behalf of myself, our students and the Office of Alumni Relations, we would like to thank you for taking the time to come and speak today.