

eMentors Mentor Guide

Introduction

Welcome to eMentors! eMentors is a one-on-one online mentorship program designed to **expand** students' knowledge of the world of professional careers and **improve** their communication skills.

Over the course of eight weeks, you will be assigned a student mentee from a Minnesota high school. You will write **one message a week** to your student. Each of your messages will be based on a new weekly topic determined by an educator. Your mentee will write first and you will reply. Midway through the program, you will have the opportunity to meet your mentee in person at your worksite.

Our Goals

Over the course of the program, we aim to:

- Grow students' understanding of the skills and abilities needed for a career in the professional world
- Broaden students' knowledge of career options
- Improve students' written and in-person communication skills



Your Role

The success of eMentors is dependent on mutual respect, interest, and commitment. We ask that you respond to your mentee within 2 business days to display professional communication and a commitment to your mentee. Also, please make every effort to attend the Meet & Greet (in-person meeting). Students are often disappointed if their mentor is not in attendance.

eMentors believes every mentor-student interaction is a learning opportunity. At every point of contact, we hope mentors will:

- Act as a role model
- Model professional writing in all communications such as using correct grammar and punctuation
- Help students understand the world of work and workplace skills
- Foster workplace skills by modeling professional behavior such as promptness, reliability, and dependability
- Refrain from judgement; always act as a supportive role model.
- Be open to different perspectives on life, including those of diverse cultures
- Encourage persistence and motivation; communicate that they are learned behaviors
- Inspire students to achieve their potential

Using the Online Portal



Mentors and students use an online message portal to communicate with each other. All messages are screened automatically for boundary violations (see "Program Boundaries" below).

The portal system works like this:

- When your student writes to you, an email will appear in your inbox with the content of their message and a link to the portal.
- Click on the link and type your message in the portal text box. A copy of your last message will be visible below the main box.
- If you do not see an email in your inbox, your student likely has not written that week.

Program Boundaries

eMentors is a school-based program and participants must adhere to school rules on appropriate conduct. All activities take place at the school or at employer site, and are supervised by school or program staff. The following are not permitted at any time:

- A request to borrow something
- An invitation to an outing or social event
- Sharing personal contact information of any kind and distributing gifts
- A request for contact outside the program
- Connecting via social media (Including LinkedIn)
- Rude, threatening, or disrespectful statements
- Any language that could be construed as sexist, suggestive, confrontational, or discriminatory
- Discussion of content that is considered inappropriate for a high school setting (i.e. alcohol, gambling, recreational drugs, sex, swearing, tobacco, violence, etc.)
- Links to outside materials are permitted but must be relevant to the topic of the week and appropriate for a high school aged student.

Appropriate Content: BestPrep reserves the right to determine what is appropriate content for students. BestPrep may remove content or ask mentors to rewrite their message if content is deemed inappropriate.

Confidentiality: Occasionally, mentors are notified of personal information such as chronic absence or English Language Learner designation. Any such information should be treated as confidential.

Reporting: Educators are considered the mandatory reporter. Mentors should relay any information about suspected abuse, neglect, or threat of harm to BestPrep staff immediately.

Exiting a Connection Early: Students sometimes leave a class due to a transfer, move, schedule change, etc. When this happens, they are removed from the program. We will offer to place you on a waitlist in case a different student is added to the connection. If a mentor must exit early, the expectation is they will send their student a final message before leaving.

Next Steps

Training Video & Volunteer Agreement Form: In addition to reading this guide, all new mentors must watch the official eMentors training video (optional for returning mentors). All mentors must then complete the online Volunteer Agreement Form once per school year. Links to both will be sent to you by your BestPrep coordinator.

If you have questions or concerns at any point, please reach out to your BestPrep coordinator.

Thank you for volunteering and have fun!