

# eMentors Student Guide

## Introduction

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

For the next eight weeks, you will be assigned a personal mentor from a corporation or business-related organization. You will write **one message a week** to your mentor in class. Each of your messages will be based on a new weekly topic determined by your teacher. Your mentor will respond to you within one week.

You will also participate in 2 virtual activities. The purpose of these activities is to deepen the mentor-student relationship and broaden your understanding of future career opportunities.

## Our Goals

Over the course of the program, we aim to:

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



## Your Role

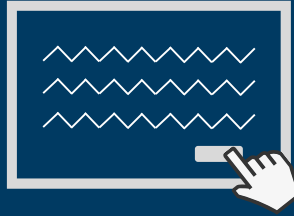
eMentors is a conversation between you and your mentor. It works best when both sides participate equally. Please honor your mentor's commitment to the program by writing consistently and respectfully. You can make a good impression by meeting the following expectations:

- Send a message every week according to the schedule.
- Answer your mentor's questions before addressing the Guiding Question prompt. Treat the messages like an ongoing conversation.
- Address every part of the Guiding Question prompt. Be thoughtful in how you ask questions and how you respond to your mentor. When appropriate, re-phrase the Guiding Question prompt in your own words. Never copy/paste.
- Use appropriate language. No swearing, rude comments, or disrespectful language.
- Participating in the 2 virtual connection activities.

# Using the Online Portal



1. Look in your inbox for a message from eMentors with the Guiding Question prompt and link to the online portal. Click the link.



2. Type your message in the empty box. A copy of your mentor's last message will be visible below the text box. Hit the submit button.



3. Wait to receive your mentor's response. Do not write again until you see the next Guiding Question prompt appear in your inbox.



## Program Boundaries

For your safety, eMentors expects students to remain within program boundaries at all times. The following are not permitted:

- A request to borrow something
- An invitation to an outing or social event
- Sharing personal contact information of any kind
- A request for contact outside the program
- Connecting via social media (Including LinkedIn)
- Rude, threatening, or disrespectful statements



## Other Student Resources

If you're curious about how to make the most of your mentorship experience, check out these links:

- [Optimizing your mentor/mentee relationship](#)
- [25 questions to ask your mentor](#)
- [How to improve your business writing](#)

BestPrep has also created additional resources for students. Ask your teacher about the following:

- **Message Etiquette** **handout**
- **Sample Student Messages**