

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 meet your mentor in person once midway through the program.

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 and in-person communication skills
- Increase your comfort with the conventions of writing emails
- Expand your knowledge of the career fields and opportunities offered at your mentor's company

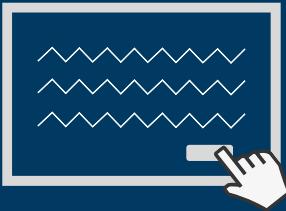


Your Role

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. You should make up the message if you are absent the day that it's sent in class.
- 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.

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

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
- Connect via social media (Including LinkedIn)
- Rude, threatening, or disrespectful statements

Meet & Greet

You will get a chance to meet your mentor in-person midway through the program. This event typically takes place at your mentor's company and includes a snack or meal, tour, and activity. Before the event, be sure to:

- Prepare questions for your mentor
- Leave your cell phone at school, home, or on the bus
- Tell your teacher about any dietary restrictions
- Tell your teacher and mentor if you have a schedule conflict

