

# 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.

## 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
- 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

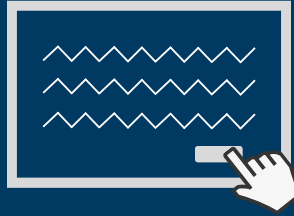
eMentors is a conversation between you and your mentor. It works best when both sides participate equally. Please honor your mentor's commitment to the program by writing consistently and respectfully. You can make a good impression by meeting the following expectations:

- Send your message every week. If you are absent on the day your class is writing to your mentors, talk with your teacher about how you can make up the message you missed.
- 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. In your inbox, look for a message from “Mentoring” with the Guiding Question prompt and a button that takes you to the online portal. Click on the button.



2. Type your message in the empty box. Your mentor’s message should appear next to yours as you are writing. 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**