

**E-Mentoring  
Program  
Guidelines for  
Students**

**2010-2011**

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## WELCOME

Welcome to the E-Mentoring Program! The success of an e-mentoring relationship depends in great part upon the contribution you make. These guidelines were created to help you learn how you can contribute and get the most from your e-mentoring experience. If you take full advantage of the E-Mentoring Program, you will receive:

- A better understanding of what to expect in college and how to prepare.
- A unique opportunity to talk to a professional who can give you a window into the business world and help you understand the values and skills that are important to succeed.
- Exposure to the business world.
- A better understanding of the link between what you learn in school and how it will help in your future.
- A mentor who is interested in talking to you about issues you face and ideas that are important to you.
- The opportunity to use technology!

**MY PERSONAL INFORMATION**

Please take a moment to fill in the information below.

My Name: \_\_\_\_\_

My School: \_\_\_\_\_

My E-mail Address: \_\_\_\_\_

My Password: \_\_\_\_\_

My Mentor's Name: \_\_\_\_\_

My Mentor's E-Mail Address: \_\_\_\_\_

My E-Mentoring School Coordinator: \_\_\_\_\_

My AVID School Coordinator,  
EIF Higher Education Advisor  
or Law Magnet Advisor: \_\_\_\_\_

**TO ACCESS YOUR EMAIL, go to  
<http://mail.dbaementor.com>**

## E-MENTORING PROGRAM OVERVIEW

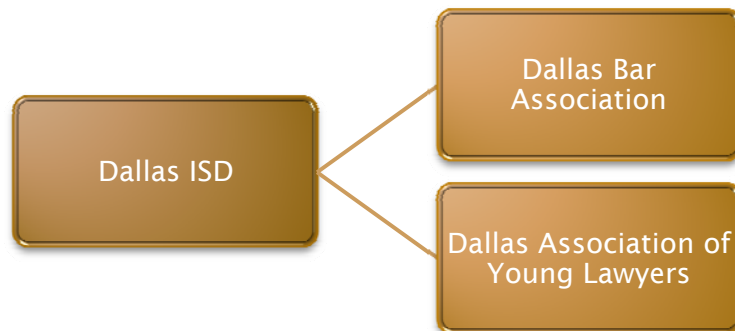
### What is E-Mentoring?

**e-men•tor•ing** [ee-men-tawr-ing]

A means of providing a mentoring relationship between business or legal professionals and school age children, largely through e-mail. The mentoring relationship brings an added interest and aim to the classroom that benefits many students in significant ways. The ease of use provided by e-mail allows the mentor to spend a small amount of time making a large positive impact in a young person's life.

### Our History

The E-Mentoring Program was created in 2004 by a group of attorneys who wanted to help better prepare the youth in their community for the world. The program was developed in partnership with the Dallas Independent School District (Dallas ISD), the Dallas Bar Association (DBA) and the Dallas Association of Young Lawyers (DAYL).



### Our Mission

The mission of the E-Mentoring Program is to create e-mail based mentoring relationships between Dallas professionals and Dallas ISD students with the purpose of encouraging students to stay in school, graduate and go on to college. E-Mentoring seeks to make an impact on alarmingly low graduation rates and college entry among economically disadvantaged youth.

## Our Schools

The Dallas ISD and the E-Mentoring Committee work together during the summer to select the high schools that will participate in the E-Mentoring Program during the upcoming school year. Schools that are eligible to be considered must participate in the Advancement via Individual Determination (AVID) or Education is Freedom (EIF) programs and are selected based on interest, computer access and need.

Every attempt is made to bring back schools that participated in the prior year.

Below are the schools that have been chosen to participate in 2010-2011:

### **Advancement Via Individual Determination**

Hillcrest High School  
W.W. Samuell High School  
South Oak Cliff High School

### **Education is Freedom**

W.H. Adamson High School  
North Dallas High School  
H. Grady Spruce High School  
Thomas Jefferson High School  
L.G. Pinkston High School  
Seagoville High School  
A Maceo Smith High School  
Woodrow Wilson High School

**Judge Barefoot Sanders Magnet Center for Public Service: Government, Law and Law Enforcement at Yvonne A. Ewell Townview Center**

## Our Students

### **Advancement via Individual Determination (AVID) Students**

Students who participate in the AVID initiative typically will be the first in their families to attend college and many are from low-income or minority families. The partnership between the Dallas ISD, DBA and DAYL provides a unique way to motivate these students and show them that Dallas professionals care about them and want to help them fulfill their dreams. We support AVID in their work to advance students scholastically and socially to ensure they can meet the demands of college when they get there. <http://www.avid.org/intro.html>

### **Education is Freedom (EIF) Students**

EIF Dallas is a local, comprehensive college readiness school-based program that addresses the lack of educational support, mentoring and college-going orientation among low-income youth in the Dallas ISD. The program aims to prevent low-income students from dropping out of high school, help students prepare for college during middle school and high school, assist with the navigation of the college entrance and financial aid processes, equip students with skills needed to complete college and help students leverage private and public scholarship funds to pay for college. <http://www.educationisfreedom.com/>

### **Judge Barefoot Sanders Magnet Center for Public Service: Government, Law and Law Enforcement at Yvonne A. Ewell Townview Center Students**

The Judge Harold Barefoot Sanders Magnet Center for Public Service: Government, Law and Law Enforcement is one of several Dallas ISD magnet schools. The school aims to prepare its students for college and careers in government, law and law enforcement through experiential and hands-on learning activities. This will be the Law Magnet's first year participating in the E-Mentoring Program.

[www.dallasisd.org/schools/hs/law/Law\\_Magnet\\_Real/Law\\_Index.html](http://www.dallasisd.org/schools/hs/law/Law_Magnet_Real/Law_Index.html)

## E-Mentoring Program Participants

Many people from the local legal and business community are involved in the operation of the E-Mentoring Program. Below is a list of the people you may hear about as you participate in the program.

- **AVID School Coordinator**: Your AVID teacher if you participate in AVID.
- **EIF Higher Education Advisor**: Your EIF Higher Education Advisor if you participate in EIF.
- **E-Mentoring Committee**: A group of volunteers from the local legal and business community who oversee the day-to-day operations of the E-Mentoring Program.
- **E-Mentoring Program Directors**: The leaders of the E-Mentoring Program. 2010-2011 Directors are Allen Butler, Bria Smith-Hofland, Everett New, Mary Nix, Tracy Wolf and Stephanie Zaleskin.
- **E-Mentoring School Coordinator**: A member of the E-Mentoring Committee who is assigned to your school. Your E-Mentoring School Coordinator works with the mentors assigned to your school to make sure communication is flowing between you and your mentor, to address any issues that arise and to help set up opportunities for you to meet your mentor face-to-face.
- **Law Magnet Advisor**: Your Law Magnet Advisor if you attend the Yvonne A. Ewell Townview Law Magnet Center.
- **Mentee**: A Dallas ISD student who participates in the E-Mentoring Program.
- **Mentor**: A volunteer from the community who has attended college and is matched with a Dallas ISD student.

## WHAT IS A MENTOR?

### Definition

The word mentor comes from the Greek language and has its roots in the terms “steadfast” and “enduring”. The author Homer in *The Odyssey* gave the name Mentor to the friend who Odysseus entrusted with the guidance and education of Odysseus’ son. Since then, the term “mentor” has been synonymous in Western thought with one who is a wise teacher, a guide and a friend.

- A mentor is an experienced, trusted adult who befriends and guides a young person.
- A mentor shares ideas and wisdom with a younger person and opens doors of opportunity for the young person to explore.
- A mentor provides the younger person with a positive vision of the future and believes in their dreams.
- A mentor stimulates an interest in learning by creating new learning opportunities.
- A mentor helps a young person realize that they can succeed.

### Qualities of a Successful Mentor

- A mentor commits to invest the time necessary to assist with the development of the student.
- A mentor discusses educational opportunities, career options and higher education preparation.
- A mentor is a positive role model.
- A mentor is non-judgmental.
- A mentor is not a disciplinarian.

## YOU AND YOUR MENTOR

### A New Relationship

As a mentee in the E-Mentoring Program, you are about to enter into a rewarding experience! The E-Mentoring relationship will bring you many exciting opportunities, skills and knowledge.

But as with all new relationships, you may feel awkward about e-mailing your mentor at first and may not know what to say.

Think back to the first time you met your best friend. Did you know at that moment that you would be close? Probably not. The reason you didn't know it from the start is because it takes time for friendships to develop - they go through stages. The first stage was a time when you got to know each other, a time to see what you had in common and what you liked about each other. After a while you became more relaxed in your friendship and it became less formal and more comfortable because you knew about each other.

Your relationship with your mentor may be like that. At first it will seem new and unfamiliar. But if you are open to exploring who your mentor is and what you like about them, you will have a valuable friend.

## Matching You to a Mentor

Matches are made as soon as the E-Mentoring Committee receives the student rosters from each participating school - usually in September.

If you had a mentor in 2009-2010 and they return to the program, you will be matched back to them, unless one of you previously notified your E-Mentoring School Coordinator that you would like a different match.

## Your E-mail Address

You will be assigned an E-Mentoring Program e-mail address and may only communicate with your mentor from that e-mail address (studentxxx@dbaementor.com). You may not communicate with your mentor via phone, social media websites (Facebook, MySpace, etc.), text or any other method of communication.

Your AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor (and perhaps an E-Mentoring Committee member) will be able to monitor your e-mails.

Your e-mail address will be deleted in June, after the school year ends. You will receive a new e-mail address each year you participate in the E-Mentoring Program.

## Your First E-Mail to Your Mentor

If you are having a hard time writing your first e-mail to your mentor, try the below!

Dear \_\_\_\_\_:

My name is \_\_\_\_\_ and I just found out that you will be my mentor this year. I am in the \_\_\_\_\_ grade. My favorite activities are \_\_\_\_\_. My favorite classes are \_\_\_\_\_. My least favorite classes are \_\_\_\_\_. I am interested in a career as a \_\_\_\_\_.

What do you do for a living? What are your favorite activities? I am really looking forward to hearing from you soon!!!

## Meeting Your Mentor in Person

There is no requirement that your mentor meet you in person. However, your E-Mentoring School Coordinator will set up several events and opportunities for mentors and students to meet during the school year. If your mentor is not able to meet you in person, it is not personal.

In addition to E-Mentoring Program events, you may also meet with your mentor on your school campus during school hours - invite them to lunch! If your mentor plans to visit you on campus, you must notify your AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor. You must remain on campus at all times during your visit.

You may not meet your mentor in any other scenario.

## Tips for Meeting Your Mentor

Be on time. Remember your mentor is looking forward to seeing you!

When you meet your mentor, greet them warmly, with a smile and a handshake. Introduce yourself in the manner you wish to be addressed.

## **COMMUNICATING WITH YOUR MENTOR**

### **Tips for Effectively Communicating with Your Mentor**

Communicating is more than just talking. There are things we can do to make conversations work. Here are a few ideas that you can practice that contribute to successful communications:

- If you can, e-mail your mentor at least once a week. If you cannot, write your mentor as often as you can. This is a unique opportunity and your mentor is as happy to hear from you as you are to hear from them!
- Remind your mentor when you have school breaks/vacations so they know they will not hear from you for a while - your mentor will do the same when they are going to be away.
- Listen Well - Listen to what your mentor says and make an effort to understand what they mean. Don't be afraid to ask questions if you are not sure what they mean.
- Share something interesting or exciting that you have done since your last e-mail.
- Ask your mentor about events that have occurred in his or her life since your last e-mail.
- Ask a question about a goal or interest that you have. Your mentor may not immediately know what your interests are or what challenges you face. Don't be afraid to share so that they can offer advice based on their own experiences. You will probably be surprised at how much they understand your goals and challenges and how much they care!
- Read and respond to questions posed by your mentor with more than a "yes" or "no". These are dead-end answers that lead the conversation nowhere and don't really say that much. Be clear and open with your mentor. You'll be glad you did!
- A one or two sentence e-mail is better than no e-mail at all.
- Ask questions about your mentor's career and life.
- Ask your mentor to help you set goals and find solutions to problems.
- Many mentors are used to dealing with adults daily and may not instantly plug in to the latest cool news and tunes - bear with them.
- HAVE FUN!

## Questions You Can Ask Your Mentor

- Where did you go to school?
- What was your favorite subject in school?
- What sports do you play? What sports did you play in high school?
- What did you want to be when you were in high school?
- What college did you go to?
- What culture are you from?
- What do you like to do in your spare time?
- What are your hobbies?
- Do you have any pets?
- What were you like when you were my age?
- What did you have to do to prepare for and get your job?
- What can this e-mentoring relationship do for me?
- What games do you like to play?
- What kind of (movies, books, music) do you like?
- How do you think I should handle this situation?
- What do you think are the most important skills to have for a career in \_\_\_\_\_?
- Where can I find out more about a career in \_\_\_\_\_?
- What do you think about (add current news event)?
- What was your most important decision in life?
- What would you do differently if you could?
- Do you have a spouse?
- Do you have children?
- Did you have a mentor when you were my age?
- Do you have a mentor now?

## **HOW TO GET HELP IN CASE OF A PROBLEM**

This program was created to offer you opportunities, to help develop your skills and to be fun! If for any reason you find that you have questions about the program, or any person associated with it, we want you to let us know right away!! No question or concern is too small or too big.

In addition to your E-Mentoring School Coordinator and your AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor, you may contact any of the E-Mentoring Program Directors listed below:

Allen Butler	<a href="mailto:salal@sbcglobal.net">salal@sbcglobal.net</a>
Bria Smith-Hofland	<a href="mailto:briahofland@gmail.com">briahofland@gmail.com</a>
Everett New	<a href="mailto:enew@coxsmith.com">enew@coxsmith.com</a>
Mary Nix	<a href="mailto:Mnix@gordonrees.com">Mnix@gordonrees.com</a>
Tracy Wolf	<a href="mailto:twolf@gordonrees.com">twolf@gordonrees.com</a>
Stephanie Zaleskin	<a href="mailto:szaleskin@lpf-law.com">szaleskin@lpf-law.com</a>

**Remember, you have the right to get help if a problem occurs.**

## **PROGRAM RULES**

1. If you can, e-mail your mentor at least once a week. You AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor will make sure you have computer time each week to send an e-mail.
2. Remind your mentor when you have school breaks/vacations so they know they will not hear from you for a while.
3. You are not allowed to e-mail your mentor from any e-mail address other than the one provided to you from the E-Mentoring Program (studentxxxx@dbaementor.com). You may not communicate with your mentor via phone, social media websites (Facebook, MySpace, etc.), text or any other method of communication.
4. Your mentor may have a very demanding schedule and become bogged down with work. If you haven't received an e-mail from them in a while, let your AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor know. Do not interpret this as a sign your mentor is not interested or does not care.
5. Do not give your home address or phone number to your mentor, or anyone else you meet online.
6. Your mentor may only meet with you at E-Mentoring Program events or on your high school campus during school hours.
7. Although your mentor may offer advice concerning challenges and goals you face, your mentor cannot offer legal advice or counseling.
8. Your AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor (and perhaps an E-Mentoring Committee member) will be able to monitor your e-mails – they are not guaranteed to be private!

## **PROGRAM VIOLATIONS**

You will be removed from the E-Mentoring Program if:

- You use swear words, vulgarity or inappropriate language.
- You send e-mails that harass or threaten anyone.
- You read or view x-rated materials.
- You install or delete any software programs from your school's computer.
- You engage in any vandalism, theft or abuse of computer equipment.

## MENTEE AGREEMENT

A person takes on a lot of responsibility when he or she agrees to be a mentor. As a mentee in this program you will have responsibilities as well. Please consider these before you join the program, as you must agree to meet these responsibilities in order to participate. Participation in the E-Mentoring Program is voluntary. As a mentee we ask that you read the agreement below and commit to the requirements. If you have any questions please ask any member of the E-Mentoring Committee.

As a mentee in the E-Mentoring Program, I agree:

- To abide by all E-Mentoring Program Rules.
- To notify my mentor and AVID School Coordinator, EIF Higher Education Advisor or Law Magnet Advisor if I am unable to continue in the E-Mentoring Program.
- To notify my AVID School Coordinator or EIF Higher Education Advisor Coordinator immediately if a problem arises.
- To only communicate with my mentor through the e-mail address provide by the E-Mentoring Program.
- To be respectful of my mentor and others associated with the program.

I understand that there are limits to the confidentiality of my relationship with my mentor and I agree to these limits. If I disclose information of immediate concern, such as suspected physical or sexual abuse, self-harm, or violence toward another person, the mentor is obligated and has agreed to report this information to the program. This policy exists for my welfare and the welfare of those affected by the situation.

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_