STEM E-MENTORING PROGRAM
Mentee Manual

Presented by:

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Table of Contents

1. Benefits of having Mentors .......................................................... P.4
2. What Is E-Mentoring All About? ................................................ P.4
3. What are E-Mentors .................................................................... P.5
4. What Is a Mentee? ................................................................. P.5
5. Your Responsibilities as a Mentee ........................................... P.6
6. Getting Started ........................................................................... P.7, P.8
7. Questions You Might Ask a Mentor .......................................... P.9
9. Making Your First Contact ...................................................... P.12, P.13, P.14

The mission of STEM E-Mentoring is to provide mentees with an online community of professional e-mentors, empowering students to advance their academic careers and achieve their academic goals.

STEM E-Mentoring uses technology to re-imagine the power of mentoring by bringing students and e-mentors together in a friendly, evidence-based virtual electronic mentoring community.
1. Benefits of having an E-Mentor(s)

- Helps you become aware of time management strategies, study skills, and how to be more aware of resources
- Helps you become familiar with college culture and guides you to campus services
- Encourages you to make wise choices that will lead you toward your academic goals
- Helps you learn from others.
- Can be a fantastic resource for investigating future colleges, careers, and your community.
- Provides advice to help you evaluate your options and make better academic decisions.
- Helps you access a new world of academic ideas and experiences.

2. How can e-mentoring help me?

Research shows that students who are mentored typically have more confidence, higher grade point averages, and a higher overall satisfaction with their college experience, and likely lead to better career choices.
3. What Is An E-Mentor(s)?

- Someone who's there for you.
- Someone who has been there and knows how you feel.
- Someone who takes the time to read and respond to your academic concerns.
- Someone who can help you see various possibilities and guide you.
- Someone who can help you identify and reach your academic goals.
- Someone who sees your academic vision and can help you find ways to realize it.

4. What Is a Mentee?

- Someone who is being mentored by a professor or other professional that understands the academic journey.
- Someone who makes an effort to assess, internalize, and effectively use the knowledge, skills, insights, perspective, or wisdom offered by the mentor.
- Someone who seeks out help and uses it appropriately for their academic and personal development whenever needed.

As a STEM Mentee you've already made an important decision to define and reach your academic goals. The partnership between you and the E-Mentors will help to get you there!
5. Mentee Guidelines

As a Mentee, you should:

- Meet with the program coordinator
- Share your academic concerns with a Mentor
- Share your feelings about your career path with a Mentor
- Take an active role in working with a Mentor
- Pay attention to a Mentor's e-mails and phone calls
- Respond to a Mentor's e-mails in a timely fashion
- E-mail or chat with a Mentor as needed
- Say "thanks" occasionally
- Address all academic and professional topics
- Let a Mentor(s) know how he or she can help you
- Be honest
- Share your education and career goals
- Remember that a Mentor is a person, and like you, he or she wants to be liked and respected
- Participate in occasional supervised face-to-face planned activities with the program coordinator.
6. Getting Started

Questions You Need to Ask About Yourself

- The Mentor(s) can provide the best support and guidance once they understand “who you are.”

- Before you begin to work with a Mentor or start to develop your list of education and career goals, it will be important to stop for a moment and think about who you are today and where you see yourself in the future.

- As a Mentee it is your responsibility to yourself and to the Mentor to present a clear picture of “who you are today” as you work towards your dreams of “who you want to be in the future.”

- Take a few minutes to think about the following questions. Write down your answers. Don't worry. This isn't a quiz! There are no right or wrong answers, and only you will see the answers. This is just one way of identifying useful information about you.

  1. What are your strengths?
  2. What are some of the things you do really well?
  3. How would others describe your best characteristics and qualities?
  4. What do you like to do the most?
  5. What do you not like to do?
  6. What is the most important lesson about life you have learned?
  7. What is the biggest mistake you have ever made? What did you learn from it?
  8. List two or more people you admire and respect, and tell why.
  9. What part of your future are you most worried about?
 10. What do you believe will be the most important factors that will shape your future?
There are lots of possibilities! Now think about the following important areas. (Again, write your answers so you can refer to them later. You will find this particularly helpful.)

- What is your specific career goal?
- What is your plan to reach this goal?
- What is the time frame you expect to reach this goal?
- How will you monitor your progress?
- What is your reward for reaching this goal?
7. Questions You Might Ask the E-Mentor(s)

Here are some questions you can ask to find out about E-Mentors:

1. How did you choose your field?
2. What were some of your fears when you started college?
3. What do you like most and least about your field?
4. In what ways did your education prepare you for your career?
5. If you could go back to college, what would you do differently?
6. Why are you interested in being a Mentor?
7. How do you define success?
8. What do you think is most important for academic success?
9. Did you, or do you, have a Mentor? How did that person positively influence your academic decisions?
8. E-Mentor(s) Might Ask You

Here are some questions the E-Mentors might ask you -- and some tips for how to answer them!

“Tell me about yourself . . .”

 ✓ Keep the focus on yourself, not your family or friends.
 ✓ Concentrate on your strengths and goals.

“How is school going/what classes are you taking?”

 ✓ Mention classes, subject matter, grades, and activities. Be specific.
 ✓ Try to balance negative experiences with positive steps you are taking.

“What do you plan to do after you graduate/transfer from LA Mission College?”

 ✓ Express your thoughts even if you are not certain and/or are considering several options.
 ✓ Be specific if you have definite plans.

“Where do you hope to be in two years?”

 ✓ State your goal, if you have one. Be realistic
 ✓ Focus on your academic or career plans.
A List of More Ideas

- Discuss career options.
- Work on your resume.
- Discuss questions that you may experience during a job interview.
- Talk with your Mentor about his or her career.
- Find out how your Mentor got his or her job.
- Did he or she have to train for it?
- What classes did he or she take?
- Have your mentor(s) describe what they do specifically. Ask if this is different than what they planned on doing when he or she was in college.
- Ask whether the E-Mentor worked while in college, or if he or she participated in internships and if that helped in their professional development.
9. Now you have access to the e-mentoring system

Communicating with the e-mentors

You and an E-Mentor will communicate via email/chat, phone or in person here some tips to follow.

Drafting Your First E-mail/chat

Okay! Now that you are going to start working with an E-Mentor and you have worked through some ideas on what to discuss. Now you are ready to e-mail/chat for the first time. This is an exciting event, but it can also be a little frightening! Here are some tips:

- Briefly introduce yourself and ask your question(s).
- Don’t feel like you have to write about everything all at once. You have lots of time to get to know the Mentor. There is so much to communicate to the Mentor, but you don’t have to do it all in the first e-mail. So relax, briefly express yourself by asking a few questions, and remember, you will have more opportunities to communicate in the future.
- You may be a little nervous about contacting your Mentor. Believe it or not, your Mentor is also nervous! Everybody worries about initial interactions. Share with the Mentor why you are glad you are in the mentoring program.
- Follow e-mail etiquette:
  - Use proper grammar and spelling.
  - Do not use inflammatory language.
  - Do not use capital letters.
  - Think carefully when wording an e-mail/chat; read it aloud to ensure it reads well.
  - Ask no more than two to three open-ended questions per e-mail.
  - If you have ongoing questions about the same issue, ensure your next e-mail builds onto the previous one, to show you have understood and reflected on the previous communication.
  - If you are confused by the content of an e-mail, ask the coordinator for assistance.
Send a copy of your first e-mail correspondence to the program coordinator at escobama2@lamission.edu

Your first e-mail might look like this:

Hi! My name is _______. I am enrolled in LA Mission College STEM Mentoring Program and I am very excited to communicate with you. I am really looking forward to interacting with you. There’s a lot I’m interested to learn from you.

(Now refer to what you wrote in response to the questions under “Getting Started” on pages 7 and 8. Pick one or two issues that are most important to you, and start by asking your mentor about them.)

I usually check my e-mail (for example, once a day, once a week, on weekends). Looking forward to hearing from you soon.

Thanks, (Your name)

Communicating via phone

- Briefly introduce yourself.
- Refer to your notes. Refer to what you wrote in response to the questions under “Getting Started” on pages 7 and 8. Pick one or two issues that are most important to you, and start by asking the mentor about them.
- Listen well. Try saying something like “Let me make sure I understand,” and then summarize what you think your mentor is saying. Don’t make assumptions, and listen for points of view that are different from your own.
- Use polite language; don’t interrupt; practice clear thinking by stating your points clearly and simply.
- Be clear on what you and the mentor agree to do next, and when you will connect again.
- End your call politely. For example:
  - “It was a pleasure speaking with you”
  - “Thank you for your time”
  - “I look forward to talking to you again”

- Be responsible. Always follow through on what you said you would
do, or let your mentor know why you cannot.

The communication and working skills that you will be developing with the mentor(s) will stay with you for a lifetime. Choose to make this an opportunity for personal growth.