E-Mentoring Program
Guidelines for Students
# E- Mentoring Program Guidelines for Students

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>MY PERSONAL INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>E-MENTORING PROGRAM OVERVIEW</td>
<td>5</td>
</tr>
<tr>
<td>What is E-Mentoring?</td>
<td>5</td>
</tr>
<tr>
<td>Our History</td>
<td>5</td>
</tr>
<tr>
<td>Our Mission</td>
<td>5</td>
</tr>
<tr>
<td>Our Schools</td>
<td>6</td>
</tr>
<tr>
<td>Our Students</td>
<td>6</td>
</tr>
<tr>
<td>E-Mentoring Program Participants</td>
<td>6</td>
</tr>
<tr>
<td>WHAT IS A MENTOR?</td>
<td>8</td>
</tr>
<tr>
<td>Definition</td>
<td>8</td>
</tr>
<tr>
<td>Qualities of a Successful Mentor</td>
<td>8</td>
</tr>
<tr>
<td>YOU AND YOUR MENTOR</td>
<td>9</td>
</tr>
<tr>
<td>A New Relationship</td>
<td>9</td>
</tr>
<tr>
<td>Matching You to a Mentor</td>
<td>9</td>
</tr>
<tr>
<td>Your E-mail Address</td>
<td>9</td>
</tr>
<tr>
<td>Your First E-Mail to Your Mentor</td>
<td>11</td>
</tr>
<tr>
<td>Meeting Your Mentor in Person</td>
<td>11</td>
</tr>
<tr>
<td>Tips for Meeting Your Mentor</td>
<td>11</td>
</tr>
<tr>
<td>COMMUNICATING WITH YOUR MENTOR</td>
<td>12</td>
</tr>
<tr>
<td>Tips for Effectively Communicating with Your Mentor</td>
<td>12</td>
</tr>
<tr>
<td>Questions You Can Ask Your Mentor</td>
<td>13</td>
</tr>
<tr>
<td>HOW TO GET HELP IN CASE OF A PROBLEM</td>
<td>15</td>
</tr>
<tr>
<td>PROGRAM RULES</td>
<td>16</td>
</tr>
<tr>
<td>PROGRAM VIOLATIONS</td>
<td>16</td>
</tr>
<tr>
<td>MENTEE AGREEMENT</td>
<td>18</td>
</tr>
<tr>
<td>CONSENT AND RELEASE OF LIABILITY</td>
<td>15</td>
</tr>
</tbody>
</table>

http://mail.dbaementor.com
E- Mentoring Program Guidelines for Students

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.
E-Mentoring Program Guidelines for Students

MY PERSONAL INFORMATION

Please take a moment to fill in the information below.

My Name:_________________________________________________________

My School:_________________________________________________________

My E-Mentoring E-mail Address:______________________________________

My E-Mentoring Password:___________________________________________

My Mentor’s Name:__________________________________________________

My Mentor’s E-Mail Address:__________________________________________

My E-Mentoring School Coordinator:___________________________________

My School Representative:___________________________________________

TO ACCESS YOUR EMAIL, go to http://mail.dbaementor.com
E- Mentoring Program Guidelines for Students

E-MENTORING PROGRAM OVERVIEW

What is E-Mentoring?

*e-ment-oring* (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). Since 2004, the program has worked with over 1,000 students in many local schools.

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.
E-Mentoring Program Guidelines for Students

Our Schools

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 may participate in the Advancement via Individual Determination (AVID) program and are selected based on interest, computer access and need.

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

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. Learn more about AVID at: http://www.avid.org.

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. Students at the Law Magnet began participating in the E-Mentoring Program in 2010. Learn more about the Law Magnet at: http://www.dallasisd.org/lawmagnet.

L.G. Pinkston High School, Career Pathways Program in Law, Public Safety, Corrections & Security

L.G. Pinkston High School’s Career Pathways concept links course to careers, making them relevant to student interests. The program allows students to transition from high school to fields of their choosing by being able to earn college credit while in school. Students connect to the real world through hands on experiences. Learn more about L.G. Pinkston’s Career Pathways program at: http://www.dallasisd.org/Domain/406.

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.

- 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. The E-Mentoring Committee is a DBA committee.

- E-Mentoring Committee Program Advisors: The leaders of the E-Mentoring Program.
• **E-Mentoring School Coordinators:** Members of the E-Mentoring Committee who are assigned to your school. Your E-Mentoring School Coordinators work with all the mentors assigned to your school to ensure that communication is flowing between you and your mentor, to address any issues that arise and to help set up periodic opportunities for you to meet your mentor face-to-face.

• **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.

• **School Representative:** The Dallas ISD teacher, administrator, or other professional working in your high school who oversees your participation in the program.

**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 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 finalized student rosters from each participating school – usually in September or October.

If you had a mentor last year 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.

Every attempt is made to match mentors and mentees based on gender. In addition, students in specialized programs are typically matched to professionals working in the same field.

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. You may not communicate with your mentor via any other email address, phone, social media websites (Twitter, Facebook, MySpace, etc.), text or any other method of communication.

Your School Representative (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.
E-Mentoring Program Guidelines for Students

Your First E-Mail to Your Mentor

After you have been assigned your mentor, you will receive your first e-mail topic from your teacher. E-mail topics will then be sent to you and your mentor every two weeks. The e-mail topics are meant to help start conversations between you and your mentor and keep that conversation going by providing questions and prompts for you and your mentor to discuss!

When you receive your first topic, e-mail your mentor, introducing yourself and write in response to the prompts given. If you are having a hard time introducing yourself in your first e-mail, 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 ________.

(Respond to the Week’s Response.)

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 School Representative. 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:

- E-mail your mentor at least every other week, pursuant to the bi-weekly prompts. 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!
**E- Mentoring Program Guidelines for Students**

**Questions You Can Ask Your Mentor**

Do you ever wonder what to say to your mentor and sometimes draw a blank? This happens to lots of people. Not knowing what to say may lead to short and unfulfilling e-mails between you and your mentor. Below are some general questions you can ask your mentor, in addition to responding to the week’s prompt.

- Where did you go to high school?
- What was your favorite subject in high 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?
- How did you choose your career?
- What did you have to do to prepare for and get your job?
- What is a day like at your job?
- What do you like most about your work?
- What culture are you from?
- What do you like to do in your free time? What are your hobbies?
- Do you have any pets?
- What were you like when you were my age?
- What can this e-mentoring relationship do for me?
- What kind of (movies, books, music) do you like?
- What is your favorite book?
- What is your favorite movie?
- How do you think I should handle this situation?
- What do you feel 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?

Your mentor has a wide range of life experiences. Below is a list of thought provoking questions you can ask your mentor. Try to answer these questions yourself before you send them to your mentor. That way you can start a conversation about each question.

- What is your greatest talent? What are some things you do really well?
- What would your best friend say are your best qualities?
- What is the most important lesson you have learned in your life?
- What is the biggest mistake you ever made and what did you learn from it?
- Who are some of the people you admire and why?

[http://mail.dbaementor.com](http://mail.dbaementor.com)
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 School Representative, you may contact any of the E-Mentoring Committee Program Advisors listed below:

Krista Hanvey  KHanvey@gibsondunn.com
Ashley Sissell  ashleysissell@gmail.com
Stephanie Zaleskin  szaleskin@gleboff-law.com

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

1. If you can, e-mail your mentor at least every other week, in response to the bi-weekly topics. Your School Representative will make sure you have computer time 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. You may not communicate with your mentor via phone, social media websites (Twitter, Facebook, MySpace, etc.), text or any other method of communication.

4. If you haven’t received an e-mail from your mentor in a while, let your School Representative know. Many mentors may periodically become bogged down with work or other commitments - 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 School Representative (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 School Representative if I am unable to continue in the E-Mentoring Program.
- To notify my School Representative immediately if a problem arises.
- To only communicate with my mentor through the e-mail address provided 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, my 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: ________________________________
DALLAS BAR ASSOCIATION
DALLAS ASSOCIATION OF YOUNG LAWYERS
Consent and Release of Liability

I, __________________ [name of parent or guardian], do hereby give the Dallas Bar Association (“DBA”) and Dallas Association of Young Lawyers (“DAYL”) and their members, employees, agents, representatives (including, but not limited to, the use by or on behalf of any DBA or DAYL committee, group, or affiliate), and/or employees of legitimate news organizations my full permission to photograph, videotape, copyright, broadcast, reproduce, telecast or cablecast, use on the internet or intranet, publish or otherwise use my child’s works or my child’s photo or likeness for or in furtherance of DBA and DAYL or news-related or educational purposes. This is with the understanding that neither the DBA, DAYL, nor their representatives will reproduce said photograph or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness.

I am fully aware that I will not receive monetary compensation for my or my child’s participation.

It is understood that the DBA and DAYL and their agents, representatives or legitimate news organizations may use this material with or without my name or my child’s name at their discretion. I further release, hold harmless, indemnify and relieve the DBA, DAYL, and their agents, employees or other representatives from any liabilities, known or unknown, arising out of the use of this material or acts or omissions arising therefrom.

I, __________________ [name of parent or guardian], certify that I have read the Consent and Release of Liability statement and fully understand its terms and conditions. I understand that the opportunity to participate is given by the DBA and DAYL and I have full legal capacity to sign this Consent and Release for myself and/or my child.

__________________________________                  _____________________________
Signature of Custodial Parent or Guardian                  Student’s Name (please print)

__________________________________                  _____________________________
Relationship to Student                  School

__________________________________                  _____________________________
Address                  Phone

I DO NOT GIVE PERMISSION TO USE MY CHILD’S PHOTO OR LIKENESS AS DESCRIBED ABOVE.

__________________________________                  _____________________________
Signature of Custodial Parent or Guardian                  Date