

Mentor/Mentee Communication

MENTORS:

One challenge all mentors face is that their students are often not responsive. All of our students differ in terms of motivation and engagement, so patience and persistence are incredibly important.

We recommend contacting your students prior to your first meeting together and then establishing communication guidelines with them during the first mentor-student meeting

Ask them how they prefer to be contacted – email, texting, etc.– and discuss the importance of their responsiveness to your communication, even if it is just a “thank you.” Having this discussion together will better equip students to respond and engage with you. Over the years, communication via text message has proven to be the most successful.

TIP: Prompt your students to respond to your correspondence by ending a text or email with, “Please respond with a YES that you received this email/text.” We have found this to be helpful.

MENTOR TIP

Send messages to your students individually. When I was a student and I received a group message, it was like a calendar reminder. It prompted me to act but it did not feel like a person on the other end. As a mentor, I send individual messages to my students and I receive more responses this way.

Before you meet your mentor, he/she will send you an email introducing himself/herself to you. Respond to this email! Below is an example of what the email may look like and an example of how you can respond.

Example of an Email from Your Mentor

Hello Wildcat,

My name is Wendy, and I am your mentor. I am here to help you with the college going process and to help you be successful once you enter college. Congratulations on completing the first three requirements on your checklist. I am excited to work with you!

I am going to check in with you every two weeks to remind you of upcoming dates and deadlines that are important to your success. I am available to help you with any questions that you have about the process, so feel free to let me know if I can be of assistance.

You can reach me at this email address or my phone number 123-456-7890.

I also want to remind you of your second mandatory team meeting on ##### at your high school. I look forward to meeting you there! In the meantime, please let me know if you have any questions. I am excited to work with you this year and see you accomplish great things!

Do me a favor, and let me know that you have received my email. Even just a “Thank you!” will do.

Sincerely,

Wendy

Example of an Email to Your Mentor

Hi Wendy,

Thank you for emailing me. I am really excited about the Wildcat Mentor Program. No one in my family has been to college, so I am kind of nervous about how it all works. Thank you for working with me as my mentor.

I will see you at our meeting!

Wildcat