

e-college mentoring

Preparing high school students for college success through instruction and mentoring.

e-mentoring High School Teachers' Step-by-Step

This document will walk you through the steps necessary to connect your students with a college mentor.

Before you begin, please keep these issues in mind:

- The e-college program requires direct instruction.
- Lining up mentors should begin at least two weeks before the actual class begins.
- Out of deference to college students' schedules, the e-college classroom instruction should only be begun in late September for fall and early February for spring semesters.

Two weeks prior to the start of the class:

- 1) Determine for which of your students this curriculum is appropriate. For best results, try to follow this profile as closely as possible.

High School Student Profile:

- Is a junior or senior who is realistically planning on attending college;
- Has a documented disability;
- Is able to write and respond to emails;
- Can access the internet to review websites related to college and career choices;
- Is enrolled in high school classes with accommodations; **not** modifications.

- 2) For each student, complete the "High School Participants Required Information" form. It requests the following data:

Instructor/case manager:

- Name;
- High School;
- School Phone Number;
- School Email Address

Students:

- First Name Only
- Grade
- Disability
- Specific College
- Course of Study/Major

- 3) Contact the Disability Coordinator at the college of student's choice and provide him/her with the e-college mentoring program information and the student(s) information. A sample letter is available on our website. All colleges have agreed to participate but some may need a reminder.
- 4) The college Disability Coordinator will match your student to a college mentor and email to you the college mentor's first name and email address. ***Do not share that address with the high school student.***

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One week before the class begins:

- 1) Send an email to the college student thanking her/him for their participation and provide them with the following information (sample letter provided):
 - Your email address (all communication will come to you).
 - The mentee's first name (no last names or personal data is shared).
 - The date the class will begin.
 - The day of the week the emails will be sent (consistency on your part is important. We recommend a Wednesday or Thursday).
 - Dates, if any, during which your students will be on break and emails will NOT be sent.
 - Requesting dates the mentor will be on break or unavailable.

- 2) You must determine a way in which all emails will flow through you and that email addresses can be removed before being forwarded between mentors and mentees. You can find the scenario that works best – the important thing is that you remain the filter through which all communication flows, so that mentor and mentee do not discover each other's address or other personal information. Here are a few ideas about how to accomplish this:
 - Have mentor and mentee email writings to you. You would then forward the emails to the respective students, deleting their addresses before sending.
 - Have mentor and mentee put their letters in a Word document. You would then send the documents to the respective students.

Ongoing communication:

- 1) Continue to communicate!
 - If there are unexpected changes in schedule or if students are absent for long periods, it is the teacher's responsibility to communicate that with the mentor. Keep them updated as much as possible. Most are very diligent and worry when they do not receive an email from their mentee.
 - Likewise, if a mentee is not receiving a response from the mentor, contact the college Disability Coordinator. S/he will find out what the issue is and communicate that back to the high school teacher. If the mentor happens to not be able to commit to the program, the worst case scenario may be to locate a new mentor, but this can be determined between you and the college coordinator.

- 2) Optional, but a nice gesture: There is an anonymous, electronic feedback form on our website with the e-college materials. This program will always be a work in progress and your suggestions and opinions are very much valued. Please help us by providing them.