



---

## IBM MentorPlace: Mentor Quick Tips

<http://ibm.mentorplace.epals.org>

---

### Who?

You and your student mentee, with direction from your IBM MentorPlace program manager and your student's teacher.

### What?

You and your student mentee will be working together online on interesting and fun activities. Your IBM MentorPlace program manager, with the assistance of the student's teacher, will tell you what activities to work on and when to work on them.

You and your student can also correspond about other topics – what you did over the weekend, careers, after-school activities, etc.

Please remember to have reasonable expectations. Even if you are receiving minimal communication, your student may be appreciating and learning more from your online relationship than you realize.

Never give advice to a student on issues that are best handled by school personnel or parents or guardians. If you receive a message from your student on an issue of concern – such as suicide, depression, substance abuse, pregnancy, harassment – immediately contact your IBM MentorPlace program manager, who will bring the message to the immediate attention of the appropriate school personnel.

### When?

You are expected to write every week, without fail for the duration of the program. Even in the midst of a critical work assignment, you can find five minutes to write your student.

Here's a helpful hint: Add a repeating reminder to your Lotus Notes calendar so you will remember to write your student. Your MentorPlace program coordinator will let you know when your student has access to a computer so you can have a message waiting.

### Where?

All communication between the mentor and student is electronic. At no time should you meet your student outside of school. Don't share your address or phone number. IBM and its school partner will provide structured opportunities for face-to-face meetings in an appropriate setting. If your student mentee invites you to meet outside the program, politely decline and remind your student that this program is about online communication, and that you enjoy working together via the Internet.

### Why?

Not only does MentorPlace provide you with a convenient opportunity to volunteer, it also brings the satisfaction of knowing that you are making a difference in the life of a child.

If for any reason you can no longer participate in the program, contact your IBM MentorPlace program manager immediately.

Above all, have **fun!**

Thank you for your commitment to the IBM MentorPlace program!

IBM Mentor \_\_\_\_\_

Student \_\_\_\_\_

IBM MentorPlace Contact \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_