



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

IBM MentorPlace: Student training materials

Welcome to **IBM MentorPlace!**

We are delighted that you are participating in this exciting program. Through IBM MentorPlace, we are matching you with IBM employees in online relationships.

On a regular basis, you and your IBM mentor will “talk” online, working together on activities and discussing issues that you care about. Your teacher will give you direction on the activities that you and your IBM mentor will work on together.

What are the goals of the program?

Your teacher and your IBM mentor want your participation in IBM MentorPlace to be a rewarding one! We believe that if you take full advantage of this program, you will receive:

- A unique opportunity to work with a professional who works at IBM and learn and practice new academic skills
- Exposure to the business world, including an understanding of the values and skills that are important to succeed
- A better understanding of the connection between what you learn in school and your future career
- Another caring “ear”—an adult who is interested in talking to you about issues and ideas that are important to you
- The opportunity to use technology in new and fun ways!



Communicating with your IBM mentor

Expectations and rules

- We want you to write every week to your IBM mentor. Your teacher will make sure that you have time each week to send a message to your IBM mentor and will let you know what online activities you should be working on.
- You can also write messages to your mentor about other topics that interest you (not just the ones that your teacher directs you to work on). For example, you can describe your hobbies and friends, and you can ask your mentor about vacations and sports.
- You should write to your mentor **only from school** and use only the technology tool designated for this program.
- Do not give your home address or phone number on e-mail or to your IBM mentor—or to anyone you meet online!

Tips for good communication

- Write! As often as you can! This is a great and unique opportunity to have an IBM mentor with whom you can communicate through the Internet.
- Read and respond! Remember that writing to your mentor online is just like a conversation: Comment on what your mentor writes to you or answer any questions that your mentor asks. Your mentor will do the same.
- Remember, a one- or two-sentence note is always better than no note at all. Your IBM mentor is as happy to hear from you as you are from him/her.
- Although your teacher will assign you specific activities to work on, you can send notes to your mentor about other topics, like what you did over the weekend, about your

career plans, and about after-school activities. Feel free to ask your mentor questions: What is it like to work at IBM? What do you really do every day in your job? What did you study in school?

- Sometimes IBM employees can become bogged down with work. If you haven't received e-mail from your IBM mentor in a while, let your teacher know.
- Remind your mentor when you have school breaks/vacations so that your mentor knows he/she will not be hearing from you for a while.
- If you need any help with the program, please ask your teacher right away.
- Be creative.
- Have fun!



Student Net-etiquette

Remember that your teacher (and perhaps an IBM administrator as well) will be monitoring the messages that you and your mentor are sending to see how you and your mentor are doing. Also keep in mind that the online messages you send are not guaranteed to be private. Others may be able to read it.

Rules of the information superhighway

- The same rules that apply to in-school communication also apply to e-mail at school. This means that you will lose your place in the program if:
 - You use swears, vulgarities, or inappropriate words.
 - You send messages that harass or threaten other students or members of the school community.
 - You send messages related to, or in support of, illegal activities.
 - You read x-rated materials.
 - Vandalism, abuse, or theft of the equipment could result in the loss of computer privileges for the rest of the school year, or longer if circumstances warrant. Similarly taking or destroying someone else's computer disk could result in the loss of computer privileges.
- You cannot install or delete software programs from the school's computers.
- You cannot use someone else's e-mail account—even with his/her permission.
- You cannot print materials without prior permission.

- It is never okay to teach other students how to use computers in a negative way.



Emoticons

While electronic mail can be like a conversation, it is totally devoid of “body language.” Emoticons, which are characters that are meant to look like a face turned on its side, are an easy solution to the problem. These “smiley faces” are used by millions of people throughout the world every day. Some may be familiar; others may not. You may want to share the following with your student.

:-) or :)	Smile; happy
: (or :-<	Sad
;-)	Winking smile
:\	Undecided
:-o	Shocked
l-l	Boredom (sleepy)
:-#	My lips are sealed.
:-l	Hmmm.....
:-p	Sticking my tongue out
(-:	I am left-handed.
{:-)	I part my hair in the middle.
-:-)	I have a mohawk.
8-)	I wear glasses.
::-)	I wear bifocals.
*<:-)	Party; celebration; happy birthday

Other abbreviations

<g>	Grinning, smiling
<vbg>	Very big grin
< >	Laughing
<	Sighing
<jk>	Just kidding
<	No comment
BFN	Bye for now
BTW	By the way
LOL	Laugh Out Loud!
TGIF	Thank God It's Friday!
THX	Thanks
TTT	Thought That Too
WBS	Write Back Soon
WTG	Way To Go!