

Program Model:

Research shows that the most impactful mentoring programs are long-term. Much like our Academic Mentoring Program, the virtual mentors will be matched with their students for the entire school year. In college, the school year begins in mid-August and ends in mid-May. Each virtual mentor will be assigned One (1) to three (3) students depending on the college location, personal need of participating students, and mentors' availability to manage a larger caseload.

The primary focus of this e-mentoring component is to support alumni who have recently matriculated in to college to flawlessly navigate the transition to college, achieving academic success and a higher college retention rate.

Mentors will be expected to communicate via email or telephone (as appropriate) twice a month. All communications will be documented in the "Communication log" that will be submitted to the Virtual Mentoring Coordinator, Pater Mattocks, on the last day of each month

Program Goal:

The primary goal of the College Bound Virtual Mentoring Program is to provide mentoring support and a sustaining relationship to achieve the following:

- 1) Help recent College Bound Alumni successfully navigate their first year of college, increasing retention rates
- 2) Help prevent dropout by providing a consistent and stable contact to serve as a resource for youth
- 3) Stay connected with students to encourage them to improve their academic performance by seeking out and utilizing available academic support services on campus.

Program Objectives:

It is proven that a newly matriculated freshman who feels more connected to campus resources is much more likely to successfully maneuver, and eventually graduate from, an institution of higher learning. The objective of this mentoring program is, very simply, to help students to successfully identify and navigate support services and other resources on



*Plan to email or call
your student at least
twice per month to
ensure consistent
support.*

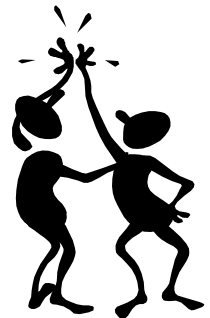
their college campuses. By doing this, we positively affect retention and college graduation rates of program participants.

Mentor Responsibilities:

- Contact your assigned mentee(s) as soon as possible to set up initial consultation as well as to establish a regular email or phone call schedule.
- Complete the “Mentor Profile” form and forward to mentee at time of initial email.
- Assist the mentee in identifying key offices and resources on campus i.e. a writing center, math lab or other such academic support offices. Also help mentees familiarize themselves with other student support services available on campus.
- Help mentee with strategies to forge professional relationships with relevant offices or programs to develop a network of support on campus (become a member of their student group or volunteer with office to coordinate campus events, or even acquire a work study position etc).
- Help mentee acclimate to his/her new role (and the responsibilities thereof).
- Provide mentee with advice/strategies to balance social and academic processes.
- Assisting your mentee in understanding important deadlines and college processes like the Add/Drop process, Financial Aid deadlines, dorm resolution processes etc.
- **Be a good listener. Foster an atmosphere of trust.**
- Collect data on the nature of all communications with students via the “communications log” found in the resource section. All completed logs must be sent to Peter Mattocks, Virtual Mentoring Coordinator by the last day of each month.

Mentee Responsibilities:

- Respond to mentor’s initial contact and provide the most up-to-date contact information to facilitate communication
- Complete the “Mentee Profile” form and submit to mentor along with first response to their initial email.
- Maintain regular contact with mentor and keep all scheduled appointments
- Be mindful of the mentor’s time. Use it effectively.
- Keep the mentor updated on your personal progress. If you encounter a problem of any nature, even one you were able to resolve, just alert your mentor to the issues and how you addressed them.
- Be proactive in seeking guidance from your mentor. **Take responsibility for your education and rely on the Mentor only as a resource.**



Virtual Mentoring Coordinator:

It is said that an e-mentoring program is only as strong as its coordinator. To ensure a smooth start-up, we have enlisted a current partner to coordinate all aspects of the program. All communications (issues, form submissions, questions about students' needs) should be referred to the Virtual Mentoring Coordinator, Peter Mattocks.

VM Coordinator:

Primary E-mail:

Secondary email:

Preferred telephone number:



*Please remember to
refer all inquiries to
your Virtual
Mentoring
Coordinator!!!*