



Program Guidelines

Program Model:

Research shows that the mentoring programs with the greatest impact are those that are long-term. Much like our Academic Mentoring Program, the virtual mentors will be matched with their students for the entire school year and hopefully throughout the student's entire college enrollment. In college, the school year typically begins in mid-August and ends in mid-May. Many of the virtual mentors will be re-matched with their mentees from the Academic Mentoring Program. Each mentor will be assigned to one student but some mentors may be asked to work with more than one student.

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

The primary focus of this virtual mentoring component is to support alumni who have recently matriculated into college to navigate the transition to college, achieving academic success and a higher college retention rate. Supporting students on their road to independence and personal growth is essential. The purpose of this program is to empower students to seek assistance on their campuses, and to better understand the intricacies of being a college student. This is an important process to help students earn a degree and achieve their personal and professional goals.

Communication:

Mentors will be expected to communicate at least twice each month with their assigned student. You and your mentee have a range of options for keeping in touch:

- 1) Phone Calls
- 2) E-mail
- 3) Face-to-face video calling. Examples include Skype, Oovoo, and Tango.
- 4) Texting
- 5) Instant messaging protocol – Y-im, G-chat, Hotmail etc.

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.



Program Guidelines

- 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.
- 4) Continue to mentor students throughout their college years.
- 5) Maintain a stable support system for students. Offer encouragement for student's personal growth and development in college.

Program Objectives:

Freshmen who feel more connected to campus resources are 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 their college campuses. By doing this, we positively affect retention and college graduation rates of program participants.

Mentor Responsibilities:

- If at all possible, meet with mentee at least once during the summer, before they leave for college.
- Contact your assigned mentee(s) as soon as possible to set up initial meeting as well as to establish a regular communication schedule.
- Complete the "Mentor Profile" form, this form is located on the College Bound website under the Virtual Mentoring Program. In order to access this form you must login to the College Bound website
- Research your mentee's college. Start by visiting www.collegeboard.com to collect a profile of the school. Visit the school's website to learn more about the academic support services provided, the advising process, essential campus events, job opportunities etc.
- Assist your 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.
- Ask your Mentee to share their class schedule with you. Learn their schedule so you can consistently ask them how each class is going. Always encourage them to get to know their professors!
- Collaborate with your mentee to complete the "Mentee Profile" which you will retain for your records and update as needed each semester.

- The first conversation of the academic year should be one with your mentee that consists of asking your mentee to establish 3 goals for the academic year. There should be at least one academic goal, one personal goal, and one extracurricular goal. It is important that we encourage students to make short term goals that they can accomplish and feel proud of.
- Help mentee acclimate to his/her new role (and the responsibilities thereof).
- Provide mentee with advice/strategies to balance social and academic processes.
- Assist 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”. Please make every effort to complete your log online each month. Taedra Pedonti, Virtual Mentoring Coordinator will follow up with you regarding any issues/concerns indicated on the report.
- If you are able, visit your mentee while he/she is in school.
- Take advantage of school breaks to meet face-to-face with your mentee.
- 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.)

*Always feel free to contact the Virtual Mentoring Coordinator at College Bound if you need support answering questions or finding resources.

Mentee’s responsibilities:

College Bound has the following expectations of your mentee:

- Respond to your initial contact and provide the most up-to-date contact information to facilitate communication
- Complete the “Mentee Profile” which includes their academic schedule for the first semester. Your mentee should provide you with an updated schedule each semester.
- Create a list of 3 goals for the academic year, one goal should be an academic goal, one should be an extracurricular goal, and one should be a personal goal. Mentee should hold themselves accountable to these goals during the academic year. At the end of the academic year you will be discussing with your mentee how you achieved these goals.
- Maintain regular contact with you and keep all scheduled appointments



Program Guidelines

- Be mindful to use your time effectively.
- Keep you updated on their personal/academic progress, contact you as needed for support/or guidance.
- Be proactive in soliciting your support.

We want to encourage students to take responsibility for their education and rely on you as a resource.

Virtual Mentoring Coordinator:

To ensure a smooth process, we have enlisted a current partner who will serve as a point of contact. The Virtual Mentoring Coordinator is available to provide resolutions to issues, help with financial aid, internships, scholarships, and studying abroad. The Virtual Mentoring Coordinator is also to be used as a sound board, an advocate, and willing to provide advice. All communications (issues, form submissions, questions about certain needs) should be referred to the Virtual Mentoring Coordinator, Taedra Pedonti. The Virtual Mentoring Coordinator is a support system for both mentee and mentor.

VM Coordinator Contact information

Primary E-mail: **Taedra@CollegeBound.org**

Preferred telephone number: **(202) 842-0858 Ext. 104**

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