Gilford High School
Career e-Mentor Program

Thank you for volunteering to be an e-Mentor to a Gilford student. The e-Mentor Program's goal is to provide students with an opportunity to become more familiar with the work place. To accomplish this, we attempt to partner each student with a volunteer from a career that interests the student.

Participants are encouraged to communicate with each other once each week. The student will make the initial contact. This should be a very informal introduction. Individuals should introduce themselves by explaining who they are and what they do. No need to go into detail right away, there'll be time for that later.

During the next 4-5 contacts (1.5 months), the students will be researching careers by interviewing the mentors. Each contact will require the students to ask a different question of the mentor. These questions will be assigned by the teacher every week. (The questions to be asked are listed at the end.) The students will compile the information and report back to the class near the end of the trimester. This could be in the form of a PowerPoint presentation.

At any time, students might write about their interests, curricular and extra-curricular activities while the adult might write about their schooling, activities and projects on which they are working. As time goes on, students might look for guidance on specific projects that have been assigned by their teacher. They might want to "pick the mentor's brain" concerning work and careers in general, i.e. what the working world is like, colleges to look at, the future of a particular career, etc.

e-Mentor Expectations
1. e-Mentors will attempt to keep regular contact with their assigned student, once each week is recommended. (cc e-mail to dcaron@sau73.org)
2. If you're very busy and do not have time for a detailed reply, try to acknowledge the student's e-mail and explain you will write back later when time permits. Students will look forward to your replies and get very impatient when 1-2 weeks pass without a reply.
3. If weeks go by without an email from your mentee, drop me an email and I will check it out. (dcaron@sau73.org) Sometimes, a student's email is filtered out by a company server. Students should be using their personal email address since our school server blocks student email in and out of the district's network.

Students Expectations
1. Students will attempt to keep regular contact with their e-mentors, once every week is recommended. (cc e-mail to dcaron@sau73.org)
2. Students will save all emails between themselves and the mentor. Students will compile information into a career report.

3. Students will be provided with some class time to initiate the contact, after the first contact, most e-mails will be generated from home.

Teacher Expectations
1. The teacher will make the best possible match between the student and the mentor.
2. Teacher will e-mail the mentors and troubleshoot problems if email does not seem to move.
3. Teacher will monitor contacts between the student and mentor.

I hope that this experience will be rewarding for both e-mentor and student. This contact could be the experience that helps a student decide to pursue a career in a STEM field.

Career Research Questions

Each week, the students and I will look at the questions in one of the categories below, starting with education and ending, 4-5 weeks later, with personal insights. This list is a guide to be sure that all students acquire the same information. They will be asked to generate 1-2 additional questions to add to the list. They will then e-mail those questions to you. At any time, mentors should feel free to ask questions concerning the student's interest, ambitions and school activities.

Education:
What college(s) did you attend?
Did you know what you wanted to do when you applied?

Career:
Has your career focus changed over the years? (research, education, engineering)
Have you changed jobs within your career choice?

Present job:
What education, background and/or on-the-job training did you require for your present job?
What are the responsibilities of your present job?
What type of projects are you working on now?

The future of _____:
What future do you see for your career field?

Other personal insights:
Was there a single event or person that motivated you to enter your chosen field?
What percentage of your work day is fun?
What is the average starting salary for a job like yours?