



Mentee Guidelines

1. Respect your mentor(s). These are business professionals who are here to help you grow and develop.
2. Demonstrate a willingness to work with mentors outside of your appointed mentor.
3. Attend functions and events associated with the P-TECH program.
4. Communicate with your mentor for the day at IBM events. Remember, they are here for you. They want to hear more about you and get to know you.
5. Respect your mentor's other responsibilities and time commitments.
6. Be professional. Your mentors are here to help grow you as young professionals. If they provide you with advice, listen. A good guiding thought is to remember that these are individuals who could potentially be on the other end of the hiring table. Leave a professional lasting impression.
7. Virtual communication should only take place via MentorPlace. Please do not share your personal email addresses, or home or cell phone numbers, with mentors. In the event you do receive an email from a mentor, please respond through MentorPlace.



8. Social networking is prohibited. Please do not "friend" your mentors on Facebook, Twitter, LinkedIn, etc.
9. If you believe there is something concerning in a communication, written or verbal, please bring it to the attention of the IBM Liaison.
10. Have fun!



COMMUNICATING WITH YOUR MENTOR

IBM MENTORPLACE

EXPECTATIONS AND RULES

- We want you to write each 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 give you direction on what online activities you should be working on.
- You should write to your mentor ONLY from school.
- Do NOT give your home address or phone number on e-mail or to your IBM mentor.

MENTORPLACE COMMUNICATIONS

1. Be respectful of your mentors and their communication/personality styles. Ask if there is a way to accommodate them in the way you communicate.
2. Use mixed upper- and lower-case letters. Avoid using control characters or special keys.
3. Include all or parts of a mail message to which you are replying.
4. Do not use words others might find offensive, and avoid personal attacks or name calling.
5. Do not participate in conversations that would not be acceptable by your parents or of the school.



6. Do not engage in conversations that you are not comfortable with. Immediately report offensive or troubling MentorPlace messages that you receive to the IBM Liaison.
7. Take advantage of the spell check feature.
8. Review what you've written BEFORE you send it.

TIPS FOR GOOD COMMUNICATION

- Write! As often as you can! This is a GREAT and UNIQUE opportunity to have an IBM mentor to communicate with via e-mail.
- 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!
- Even though your teacher will be giving you specific activities to work on with your IBM mentor, remember that you can send notes to your mentor about other topics, like what you did over the weekend, about your career plans, and about afterschool 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 immediately.
- Remind your mentor when you have school breaks.

P>TECH

- If you need any help with the program, please ask your teacher right away.
- Be creative.
- Have fun!

I verify that I have read, understand, and will comply with these guidelines outlined in this document.

Student Signature _____

Date_____

Parent Signature _____

Date_____