



Mentor and Mentee Expectations for FY'18

- a. All new Mentors will fill out a background approval form and send it to the instructor Jeanne Dau.
- b. Mentors will visit class in September and give a 5-minute presentation that let the students know the following:
 - i. Name
 - ii. Business Position
 - iii. Education
 - iv. Business Experience
 - v. Community Activities/Hobbies
 - vi. Why Do You Volunteer to Mentor?
 - vii. One Cool Thing About Yourself

New mentors will take the True Colors Personality Assessment test and discuss the results with the ClassE facilitator. This is a tool helped to match personality preferences and the students use this in managing their business and creating relationships with others.

- c. Mentee will tour Mentor's business. Mentors and Mentees may want to team up with another pair and have coffee or lunch together. (Sometimes conversations flow more readily with four people getting to know one another).
- d. Mentee will invite Mentor to class a minimum of 2 times during the school year. (usually Shark Tank Day, book report day and/or holiday party).
- e. Mentee will share his/her business plan with Mentor prior to making class presentation pitch. (Preferably in person but this may be done electronically)
- f. Keep the lines of communication open; respond to all text, emails or phone calls, even if it just to acknowledge that you received the communication.
- g. Be punctual, respectful, and work towards developing a business relationship that is beneficial to both of you for now and in the future.
- h. Mentees will share their weekly journals (that you turn into Ms. Dau) with your Mentors, Mentors, please respond to this weekly information when appropriate.

- i. Mentors and Mentees remember if you do not get a response from your mentor/mentee call him/her. You may have a wrong address or be stuck in someone's spam box.
- j. Mentors will grade their Mentee a letter grade in May based on the following: quantity of interaction, quality of communication, student listening skills and ability to take advice.