

Please use the below schedule and topics to guide your emails each week. It is important to stay on schedule for each week's topics. If you do not receive a response from your mentor during a scheduled week, please continue on to the next topic. If two or more weeks are missed, please talk to your teacher who can notify the BestPrep staff member. The topics are supposed to help guide your emails. Please add your personal stories and experiences, as you feel comfortable.

1. Use eMentors – [Topic Title] as the subject of every email message.
2. CC your teacher on each email message. His email address is Blake.Bodenburg@ahschools.us

Monday, October 8 – Topic 1: Introductions with College/Career Experience: Introduce yourself by sharing your name, gender, grade, classes in school, extracurricular activities, work, volunteer experiences, etc. Share a few of your favorites, such as favorite subject or how you spend your time. Ask your mentor about their job and what their daily tasks include and what he/she like best/least about their jobs. In addition, ask mentors about their education and training after high school. Looking back, what did the eMentor like most about these experiences and what does he/she wish he/she could have changed about the high school or college choices and experiences? Also, you may ask about his/her family or hobbies.

Monday, October 15 – Topic 2: Teamwork: Tell your mentor about the teams you are on. Explain to your mentor how working with others on an assigned class project is like a team. Ask your mentor how often his/her job requires working in a team, and how often the mentor gets to choose who he/she works with. What does your mentor do when he/she can't solve a problem themselves? In what ways does your mentor collaborate with peers or adults to solve a problem or achieve a goal? How have you done this in your life?

Monday, October 22 – Topic 3: Networking: Share with your mentor what you know about networking. Who would you consider to be in your network? Has anyone you know helped you or a family member get a job? Ask your mentor about their network? How does he/she meet new people (expand his/her network)? How does he/she use his/her network to help him/her in his/her career? What methods of networking does he/she use (networking events, LinkedIn, face-to-face meetings, etc.)? What advice can he/she give you about starting to build your network?

Monday, October 29 – Topic 4: Workplace Etiquette (Behaviors & Social Skills): Tell your mentor what you think are the top five best and worst workplace behaviors and social skills. Describe any experiences you've had related to these at work, in school, or in the community. Your mentor will also list his/her top five best and worst workplace behaviors and social skills, along with examples from his/her professional experience. Mentors will describe any policies that exist at his/her job regarding workplace etiquette, and if consequences are in place if employees don't comply with these policies.

Thursday, November 8 – Meet and Greet: Be prepared to meet your mentor. It is a good idea to brainstorm some questions you would like to ask your mentor in person. Expect a large group presentation, individual time with your mentor, small group activities, a job shadow and office tour, and lunch. You are encouraged to make comments about the program to the large group at the Meet & Greet.

Monday, November 12 – Topic 5: Spending & Saving Habits: Describe your spending and saving habits to your mentor. What do you like to spend money on? How do you make spending decisions? Do you do research before you buy something or do you buy on impulse? How do you determine what you need versus what you want when making a purchasing decision? Do you save money? If so, for what? How do you monitor your spending and saving? Does your mentor save money? If so, what percent? Have they saved more as they've grown older? Why/why not?

Monday, November 19 – Topic 6: Investment Tools: Discuss what you have learned about investment tools. Ask what sources are good for researching investments and how you can begin investing now, what should you consider as your income grows and/or when you accept a full-time job?

Monday, November 26 – Topic 7: Marketing: Discuss ways in which marketing affects the choices you make. Describe brand identity, and how that impacts your choices. Your mentor will describe to you the customers he/she serves within his/her organization and successful advertising techniques. Your mentor may also write about competitors, pricing and promotions.

Add this to the question prompt: Thank your mentor for writing and mentoring you; remind him/her that this is your last email message.

Student Survey Link: Go to <https://www.surveymonkey.com/r/CRHS18> to participate in the eMentors survey. Mentor survey will be sent separately.