

## FYC Weekly Emails – Senior Mentors to Mentor Groups

This document is meant to support you (as a senior mentor) in supporting your team. As a senior mentor you are responsible for sending out a weekly email to your team that outlines important things they should cover with their mentees for the next week. Listed below are all the dates for each email, and some important information that should be included. Feel free to format the information how you like, and add in your own helpful advice!

Each week's email should include:

1. The focus of the week
2. Mentor meeting tips and suggestions
3. Common struggles of a student during the week

### September 5<sup>th</sup> email:

**Focus of the week:** This week will be focused on meeting with your mentees for the first time and getting to know each other. The meeting should last about an hour and should focus on:

- Getting to know your mentee and vice versa
- Finding some common connections
- Introducing them to the program structure
- Finding out what your mentee wants from the program
- Setting out some boundaries and plans

### **Mentor meeting tips and suggestions:**

An option for this first meeting, might be to have all your mentees meet together. Although we do not want this each week, the first week provides an opportunity to get to know your mentee personally, and also to have them get to know some other first years on campus!

Reflecting on your experience (as a mentor) and your conversations this week will help you know what kind of support you may be able to provide, and will remind you of things to keep in mind.

After you meet with each student, complete a Mentee Meeting form online at this link: [mind](#) during your next meeting with each mentee.

Be sure to consult the Weekly Prompts and the Conversation Prompts.

### **Common struggles of a student during the week:**

It is important to remember that many mentees may be nervous for the first meeting! Keep the meeting casual and fun.

Feeling overwhelmed and experiencing homesickness is something your mentees might be feeling this week.

September 12<sup>th</sup> email:

**Focus of the week:** This week's focus will be to make your mentees feel connected to the Carleton campus! Take some time showing them more opportunities to get involved, some common places on campus, and also talk to them about how they are adjusting.

**Mentoring meeting tips and suggestions:**

Be sure to tailor your meetings to each individual mentee's needs. It's important to remember that although there are common first year experiences, each of your mentees are having unique experiences.

Try and remember some unique things that each mentee told you in your first meeting! Brainstorm/ research some cool clubs and activities on campus that they might like.

After you meet with each student, complete a Mentee Meeting form online at this link:

Be sure to consult the Weekly Prompts and the Conversation Prompts

**Common struggles of a student during this week:**

This week is when the workload really picks up. Frosh week is over, and professors expect students to come to class and they deliver a full lecture. It's important to check in with your mentees, and see how they are adjusting to their regular classes

September 19<sup>th</sup> Email:

**Focus of the week:** The goal of this week is to talk about strategies for success. Since classes will be well underway by the third meeting, your mentees should have a good idea of their workload. Talk to your mentees about study habits and their time management skills. It is also important to suggest and guide your mentees to campus resources that can help them!

**Mentor meeting tips and suggestions:**

Ask your mentee what their biggest worry is about first year. Have they encountered any obstacles in their first couple of weeks? Try to share some tips on how you overcame some obstacles in your first year. Consult the website resources to find some applicable worksheets to share with your mentee.

Share your tips on how you stay organized throughout the school year! Share with your mentees that CUSA gives out free agendas.

After you meet with each student, complete a Mentee Meeting form online at this link:

Be sure to consult the Weekly Prompts and the Conversation Prompts.

### **Common struggles of a student during this week:**

At this time students will have all their assignments and midterm due dates. This may not cause stress yet, but it is important to tell your mentees to time manage and plan ahead to avoid stress in the future.

### September 26<sup>th</sup> Email:

**Focus of the week:** The focus on this week is to further prepare your mentees for success on campus by showing them to how to seek out their own resources. Talking more in depth about academic supports available, preparing for exams and encouraging them to reflect on what has worked well and what has not this term will help better prepare them to succeed as they approach their first University deadlines.

### **Mentor meeting tips and suggestions:**

Talk to your mentee about their study habits! Ask them to reflect on what works and what doesn't work for them when they are studying.

Be sure to tell your mentee that they can book rooms in the library through the Enterprise portal. These make a great spot for studying!

Make sure your mentees know how to actively use CU Learn and Carleton Central.

After you meet with each student, complete a Mentee Meeting form online at this link:

Be sure to consult the Weekly Prompts and the Conversation Prompts.

### **Common struggles of a student during this week:**

At this time students may be feeling overwhelmed. Midterms and reading week is quickly approaching, so it is important to talk to your mentee about planning for the upcoming future.

### October 3<sup>rd</sup> Email:

**Focus of the week:** The focus for this week is to talk to your mentees about health and wellness. It is important to remind your mentees that it is very important to make sure they balance their academics with taking care of themselves.

### **Mentor meeting tips and suggestions:**

By this time your mentees should be feeling pretty comfortable with you. Use the rapport you have built with your mentees to determine how mindful they are being of their own health and wellness.

Talk to your mentees about what you like to distress! Try and suggest some things that they can do on campus (ex. go to a yoga class, take a walk by the river).

If they are out of town, ask your mentee how they are liking Ottawa.

After you meet with each student, complete a Mentee Meeting form online at this link:

Be sure to consult the Weekly Prompts and the Conversation Prompts.

**Common struggles of a student during this week:**

At this time students may be finding it hard to make time for themselves. It is important to talk to your mentees about prioritizing their health along with their academics. Talk to your mentees about relaxation techniques, mental health, and stress relief.

October 10<sup>th</sup> Email:

**Focus of the week:** The goal of this week is to wrap up your mentoring relationship, helping your mentees reflect, and helping prepare them for the rest of the academic year.

**Mentor meeting tips and suggestions:**

This week will be the last meeting with your mentees. Try and do something fun to celebrate like go for coffee, or go to an event on campus!

Talk to your mentee and see how they are feeling now that the relationship is ending. Ask them what techniques they learned during the program and plan to carry over for the rest of the year.

Make sure that your mentees know about the on campus supports available to them.

Remind your mentee that they can add the “First Year Connections Mentee” role to their CCR. Ensure that they know how to use the CCR!

Encourage them to stay up to date with the Mentorship Network, by following the Student Experience Office on social media!

After you meet with each student, complete a Mentee Meeting form online at this link:

In this meeting you should also remind them to watch their email for a message from the Mentorship Coordinator with a link to provide a reflection and program evaluation which is due October 23rd.

After you complete your last meeting with your mentees, think about your experience you have had as a mentor over the past 6 weeks. Complete the reflection form/program evaluation as

your last task as a mentor at this link by October 23rd.

It is also important for you to establish some closing boundaries with your mentees. Are you okay with them still contacting you throughout the year? Are they allowed to add you on Facebook? These are all important questions that should be addressed.

**Common struggles of a student during this week:**

Some students during this week may be sad or nervous because the program is ending. It is important to reassure your mentees that there are still plenty of supports on campus that are available to them even when the program is over. It is also important for you to establish some closing boundaries with your mentees.

**October 17<sup>th</sup> Email:**

At this time in the program will be over and there will be no more in-person meetings. It is important to send a final email to your mentor team to wrap up any loose ends.

In this email you should remind them to fill out the Mentor program evaluation that closes on October 23<sup>rd</sup>.

Remind your mentor team that they can add the “First Year Connections Mentor” role to their CCR.

Encourage them to stay up to date with the Mentorship Network, by following the Student Experience Office on social media!

In this email you should also thank your team for the time that you have spent together, and encourage them to sign up to be an FYC mentor or senior mentor for the following year.