

Reaching Out to Mentees Who are Less Active Program Participants

If your mentee reaches out to you to let you know that they don't want to meet regularly, but want to down the road within the program dates, or if your mentee seems to be unresponsive, you can use the below email template to guide your conversations.

General Template

Hi [Name of mentee],

I just wanted to connect based on your involvement in the **First Year Connections program**. I thought I would follow-up just to advise that if there is anything you need in your continued transition to campus life please let me know.

Being a first year I can absolutely understand that things may come-up so please don't hesitate to connect.

I'll continue to check in with you weekly to see if you need any support, and to send you reminders of some services to connect with and some interesting things happening on-campus and in the community.

Hope your classes are going great,

Week 4 Follow UP

Hi [Name of mentee],

As promised, I will continue reaching out weekly so that we can leave the door open should you want to meet again throughout the duration of the FYC program.

This week we focus a lot on preparing for success

Some tips and things to do around this time of year are:

- Planning for you midterms and assignments, and attend the sessions and resources available in the library: www.carleton.ca/csas
- Reflect on your study habits – are you being as productive as you want to be? If so consider switching up your study location or going to short walks in between big chunks of work that you've completed
- Are you enjoying your classes?
- What are some of your biggest successes and challenges so far in University?

Some fun things going on this week:

- Pickup and wear your spirit shirt or ravens' gear on campus every Friday for some sweet deals!
- Apply to go on Alternative Spring Break! Deadline is October 11th
- Attend the Transfer student social, Sprott social or Psychology/English/History Social for student sin FYC in those streams! Details can be found at www.carleton.ca/mentoring
- Be sure to attend the Panda Game on Saturday the 30th and show off your Carleton pride!

As always, feel free to reach out at any time if you have any questions or would like to set up a meeting.