

# **YMI Virtual Mentoring Expectations and Code of Conduct**

## **Mentors**

Mentors meeting with mentees virtually is different than in-person sessions. As mentors prepare to “see” their mentees via e-mentoring, please keep the following etiquette rules in mind:

### **Google Meet Expectations**

1. Show up each week to your virtual mentoring session
2. Be on time
3. Be respectful and stay focused. Avoid distractions. Paying attention to your mentee is key. If you are fiddling with your keyboard, cell phone or writing, your mentee will feel that they are not important to you.
4. Dress appropriately. While many of us are working from home; clothes such as pajamas are not permitted. Make a good impression on your mentee.
5. Be aware of your surroundings. Select a quiet location. Make sure that your background is appropriate and dignified. For example it would not be appropriate to sit on your bed for your session.
6. Mic check. Make sure your volume is up high enough for your mentee to hear you.
7. Stay seated in one place during the session, don't move around and stay present.
8. Do not share your Google Meet information with anyone else
9. If more than two (2) consecutive mentoring sessions are missed without communication, your match may be discontinued

### **Communication**

1. If you are unable to attend a mentoring session, please communicate with your campus coordinator and/or your mentee as soon as possible
2. If you find it challenging to get your mentee engaged in each session, or have questions or concerns about your mentoring sessions please contact your campus coordinator to help assist you

### **Food for Thought**

Mentors are good listeners. Remember that during this difficult time, mentees have been isolated socially and physically. Their routine has been disrupted. They are starving for attention. Remember the mentor rule: “We have two ears and one mouth so listen twice as much as you talk!”