

# VIRTUAL MENTOR GUIDELINES

## **Mentor Guidelines:**

- I respect my student's time, and I will answer e-mails promptly. ("Promptly" is a term to be defined by the mentor and student.)
- I will try to guide my student by words and example.
- I realize the relationship between my self and my student is professional and that our communications should remain private.
- I acknowledge that any views, opinions, guidance or remarks I may make are personal and may not reflect the views, opinions, guidance or remarks of the American Dental Hygienists' Association, its constituents and components, or any other professional association.
- I will notify my student when I am unavailable to receive/send e-mails.
- I promise to abide by the guidelines or any other guidelines in the future, adopted by the Virtual Mentoring Program. If I fail to adhere to these guidelines, I understand and agree that my name may be removed from the mentoring list.
- I understand that my assignment as a mentor is voluntary. If I elect to discontinue my participation in the Virtual Mentoring Program, I agree to promptly e-mail my student of this decision. As a courtesy to my student and the Virtual Mentoring Program, I will also promptly notify the appropriate local sponsoring constituent or component.

## **Student Guidelines:**

- I respect my mentor's time, and I promise to keep my e-mails short and to the point.
- I will try to keep requests for expedited responses to a minimum.
- I realize the relationship between myself and my mentor is professional and that our communications should remain private.
- When venting frustration or concern, I will not use profanity, make derogatory remarks, or specify names of people or entities in my communications.
- I will notify my mentor when I am unavailable to receive/send e-mails.
- I understand and acknowledge that any views, opinions, guidance or remarks of my mentor are specific to him/her and may not reflect the views, opinions, guidance or remarks of the American Dental Hygienists' Association, its constituents or components, or any other professional associations.
- I promise to abide by the guidelines or any other guidelines in the future, adopted by the Virtual Mentoring Program. If I fail to adhere to these guidelines, I understand and agree that my name may be removed from the mentoring list.
- I understand that the assignment of mentors is voluntary. If my mentor elects to discontinue his/her participation in the Virtual Mentoring Program, and I desire to be assigned another mentor, I may choose another mentor through the Virtual Mentoring Program.