Student Sentence Starters For the Mentor Matching Engine

Instructions: Below you will find sentence starters to help guide your communication with your mentor if you are ever unsure what to say. Please fill in the Blue Highlighted text with what is applicable to you. Feel free to make these massages your own by adjusting the text as needed!

First posts elements

- Hello and thank you for mentoring! Our group is named GROUP NAME and the students involved are STUDENT NAME, STUDENT NAME, STUDENT NAME, and STUDENT NAME. We are (freshman, sophomores, juniors, seniors) in COURSE TITLE class.

- Our class meets every DAYS from TIME to TIME. We would like to schedule a video conference with you as soon as possible. Are you available during the above time at some point within the next (2 or 3) weeks?

Project parameters elements (if applicable)

- Our project will span over TIMEFRAME. Within that timeline, we have deadlines for the following:
  - DEADLINE
  - DEADLINE
  - DEADLINE

- Throughout this project, I need to turn in drafts on DATES.

- At the end of the STEM Challenge Program, We hope to have a final *(presentation / prototype / app / website / wireframe)*.

- I plan to post to MME every *DAY OF THE WEEK*.

- I plan to use PLATFORM (google docs, etc) as a resource to share documents. Does that work for you? (Please be mindful not all companies/ mentors can use google docs. Make sure to find a compatible method of communication.)

Beginning research:

- Our first steps in this project will be to TASK.

- I am a little unsure how to begin with RESEARCHING/BREAKING DOWN INFORMATION/ETC. Could you talk me through this process?

- I plan on using these resources: RESOURCE, RESOURCE, RESOURCE. Are there other resources or articles that I should reference while researching?

- I plan to do TASKS over the next week. In order to do this, I need WHAT HELP DO YOU NEED.

Narrowing in on a topic/user/solution:

- We know that we want to take a closer look at TOPIC/USER/SOLUTION but we're not sure how to go about it. Could you help us narrow down the challenge statement?

- So far, I have completed TASK. My next steps are to TASK.

- I think I will need the most help on TASK/TOPIC.

Notifying Mentor of Schedule (breaks or posting schedule):

- My school is going on break/finals until DATE. I will check back in when class is back in session on DATE.

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- I've been struggling with TASK. Could we schedule a video conference to talk through the process?

Sharing findings:

- I have completed TASK and would like your feedback. Specifically, could you help me with ITEM/ELEMENT.

- A challenge I had was CHALLENGE. It was challenging because REASON.

- Things that went well in my project were ITEM/TASK/PROCESS. I will build on these things by TASK.
- Thank you for your help with my project. I've attached a final version of PRESENTATION/PROTOTYPE/APP for you to look through.

Beyond The Project:

- Thank you again for all of your help with this project. Your insight took my project to the next level.
- I'm applying to SCHOOL/JOB/INTERNSHIP/CLUB. Would you consider writing a letter of recommendation for me?
- I would love to keep in tough in the future. Can I connect with you on Linked In?
- I would love to keep in touch in the future. Is there an email I can reach you at?