



ALUMNI MENTORSHIP PROGRAM POLICY



**Guidelines of the HJIS
Mentorship Program**

HJIS Mission Statement

HJIS is committed to providing a rigorous and challenging education within a safe and caring environment. It aims to nurture responsible lifelong learners who understand the importance of intercultural understanding to achieve global peace.

HJIS Vision

A place where students learn to become forthright global citizens and leaders who will help to build a peaceful world.

HJIS Philosophy

We are learning to be appreciative, confident, cooperative, curious, committed, creative, enthusiastic, empathetic, independent, respectful and tolerant.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Program Structure

The HJIS Alumni Mentorship Program is designed to provide guidance and support to high school students as they navigate the critical phase of preparing for college applications. Alumni mentors will play a pivotal role in assisting students exploring their potential career paths by sharing their experiences. However, it's important to note that this mentorship position does not serve as a substitute for the services provided by the HJIS College Counselor. Some of the methods alumni mentors can contribute to this program include:

Mentor-Mentee Pairing/Grouping: Alumni mentors will be thoughtfully paired with high school students based on shared academic interests, potential career paths, and other relevant factors.

Orientation Session: An initial orientation session will be conducted to introduce alumni mentors and student mentees, establish program expectations, and provide an overview of the college application process.

Individualized Application Guidance: Alumni mentors, under the supervision of College Counselor, will provide personalized guidance on crafting strong college applications, including assistance with personal statements, resumes, and recommendation letters.

College Exploration Workshops: Alumni-led workshops will cover various aspects of college exploration, including researching potential colleges, understanding different majors, and evaluating academic programs.

Admissions Strategies Webinars: Webinars led by alumni will delve into effective strategies for navigating the college admissions process, including tips for standardized testing, extracurricular involvement, and building a competitive application.

Mock Application Reviews: Alumni mentors will conduct mock application reviews, offering constructive feedback to help student mentees refine their applications and highlight their strengths.

College Campus Visits: Depending on feasibility, alumni mentors may organize or participate in college campus visits, providing mentees with insights into campus life and helping them make informed decisions about their preferences.

Application Deadline Management: Mentors will assist mentees in managing application deadlines, ensuring that all necessary materials are submitted on time.

Monitoring and Evaluation: This pilot program will undergo regular monitoring, and feedback will be collected from both alumni mentors and student mentees to assess the effectiveness of the mentoring structure and identify areas for improvement.

Program Overview for Alumni

The Alumni Mentorship Program is designed to create a meaningful connection between our accomplished alumni and current students seeking guidance and support as they navigate the college application journey. By fostering mentorship and providing valuable insights, we aim to empower students with the tools and knowledge needed to make informed decisions about their higher education.

- **Mentor Qualifications:** Mentors are chosen meticulously through consultation with the Alumni Coordinator and PLT members. The following criteria are determined when determining a candidate's feasibility for this role:
 - 1. Academic Achievement:** Demonstrated excellence in academic achievements relevant to the field or subject matter.
 - 2. Behaviour Record:** A positive and professional behavior record, exhibiting qualities such as reliability, responsibility, and ethical conduct.¹
 - 3. Dress Code:** A mentor should adhere to a professional and appropriate dress code, setting an example for professionalism and respect for the student mentees.
 - 4. Language, Communication Skills, and Manners:** Proficiency in effective communication, including the ability to convey information clearly and listen actively to student mentees.

Politeness, courtesy, and good manners are essential in fostering a positive mentoring relationship. These qualifications collectively contribute to a mentor's ability to provide valuable guidance, support, and inspiration to mentees. It's essential to assess not only the mentor's academic expertise but also their interpersonal skills and personal qualities that contribute to a positive mentoring experience.
- **Mentorship:** Alumni mentors will be paired/grouped with current students based on shared academic interests, career goals, and college preferences. This mentorship will provide students with personalized guidance throughout the college application process.
- **Application Assistance:** Alumni mentors will assist students in crafting compelling college applications, offering insights into the application components, including personal statements, resumes, and recommendation letters.
- **Networking Opportunities:** The program will facilitate networking events and workshops, providing students with the chance to connect with alumni who can offer valuable advice on choosing the right college and navigating the transition from high school to higher education.

¹ A reference letter from a staff currently working at HJIS is required for those whose graduation has been in the last 5 years.

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- **Program Timeline:** The Alumni Intern Program will officially commence in September in Grade 11 and run through February of the following academic year. During this period, students will have the opportunity to engage with their assigned alumni mentors through virtual meetings, workshops, and other scheduled events.
- **Meeting Format:** Please note that the majority of mentorship meetings and program-related activities will be conducted online. Additionally, each participating student will have a designated school supervisor who will oversee the program from the school's side. All communication between the student and alumni must be conducted using the supervisor's official work communication tool (e.g. cc in emails, using Zoom Chat). The supervisor will be available to address any concerns and ensure a positive and productive experience for all participants. Online meetings should be recorded and shared with the Mentorship Program Coordinator.
- **Outside Interactions Mentor Responsibilities:**
 1. ***Child Safeguarding Policy:*** Alumni mentors are required to follow the guidelines outlined in the [HJIS Child Safeguarding Policy](#). This policy is designed to ensure the safety, well-being, and protection of all program participants.
 2. ***Professional Boundaries:*** Mentors must maintain professional boundaries with students, avoiding any behavior that could be construed as inappropriate or violating the principles of the Child Safeguarding Policy.
 3. ***Reporting Concerns:*** If a mentor becomes aware of any concerns related to a student's well-being or safety, they are obligated to report such concerns to the designated school supervisor or appropriate authorities, as outlined in the *Child Safeguarding Policy*.
- ❖ ***Please note that this is a pilot program and it is susceptible to modifications based on the feedback received and any challenges or obstacles encountered. We appreciate your cooperation and understanding as we strive to enhance and refine this program for the benefit of our school community. The school reserves the right to terminate the contract in the event of any breaches of the established expectations.***

ALUMNI MENTORSHIP PROGRAM CONTRACT FOR MENTORS

This Alumni Mentorship Program Contract for Mentors (here-in-after referred to as the "Contract") is entered into by and between Horizon Japan International School (here-in-after referred to as the "HJIS") and the undersigned mentor (here-in-after referred to as the "Mentor").

Program Overview:

The Alumni Mentorship Program aims to facilitate a mentorship relationship between the Mentor and an assigned mentee from HJIS. This relationship is designed to provide guidance, support, and mentorship to the mentee during their academic and professional endeavors.

Terms and Conditions:

Commitment Period: The mentorship commitment will begin in September and conclude in February of the following year.

Mentee Assignment: HJIS will assign a suitable student mentee based on compatibility, taking into account academic interests, career goals, and other relevant factors.

Meeting Schedule: The mentor and mentee will collaboratively establish a mutually agreeable schedule for mentorship meetings, with a recommended frequency of virtual interactions. There will be a total of 5 sessions which will be one hour long for each.

Program Expectations: The mentor agrees to actively engage in mentorship sessions, provide guidance and insights, and foster a positive and supportive relationship with the mentee.

Confidentiality: Both the mentor and the student mentee agree to uphold the confidentiality of any personal or sensitive information shared during the mentorship, respecting each other's privacy.

Code of Conduct: The mentor commits to demonstrating professional conduct, including respectful and constructive communication with the student mentee, fellow mentors, and program organizers.

Termination of Contract: HJIS reserves the right to terminate this contract in the event of any breaches of the established expectations or if the mentorship relationship becomes untenable for either party.

Signatures: By signing below, both parties acknowledge their understanding and agreement to the terms and conditions outlined in this Alumni Mentorship Program Contract for Mentors.

HJIS Representative	Alumni Mentor
Name:	Name:
Signature:	Signature:
Date:	Date:

Program Overview for Students

The Alumni Intern Program at HJIS aims to provide valuable mentorship and support to DP students during their college application process. The program facilitates interactions between current students and experienced alumni, offering guidance on various aspects of the college application journey, including mentorship sessions, application assistance, interview preparation, and networking opportunities. However, it's important to note that this mentorship position does not serve as a substitute for the services provided by the HJIS College Counselor.

Expectations and Guidelines for Student Participants:

- **Active Participation:** Students are expected to actively engage in the program by attending scheduled mentorship sessions and participating in designated activities.
- **Preparation for Meetings:** Prior to mentorship sessions, students are encouraged to prepare questions and topics they would like to discuss with their assigned alumni mentor.
- **Respect and Professionalism:** Students are expected to treat their alumni mentors, fellow participants, and program organizers with respect and professionalism at all times.
- **Responsibility for Personal Development:** While alumni mentors will provide guidance, students are responsible for actively seeking advice, utilizing resources, and making informed decisions about their college applications.
- **Confidentiality:** Students are required to maintain the confidentiality of any personal or sensitive information shared during the program, respecting the privacy of both fellow participants and alumni mentors.
- **Academic Integrity:** Students must uphold the highest standards of academic integrity when working on shared documents or collaborative projects with mentors. Plagiarism, cheating, or any form of dishonesty in academic work is strictly prohibited and may result in consequences outlined by the educational institution.

Guidelines for Online Interaction:

- ***Platform Etiquette:*** Students must adhere to the established etiquette and guidelines when participating in online mentorship sessions and program-related activities.
- ***Timeliness:*** Students should join virtual meetings promptly and inform their mentor and teacher supervisor in advance if they are unable to attend a scheduled session.

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- **Professional Conduct:** Online interactions should reflect the same level of professionalism as in-person engagements. Students are expected to create a conducive and respectful virtual environment including the appropriate dress code and manners.
- **Dress Code:** Students are expected to adhere to a dress code that reflects professionalism and respect for the mentoring relationship. Attire should be appropriate for virtual and in-person interactions, aligning with the standards set by the educational institution.
- **Language:** Students are encouraged to use clear, respectful, and professional language in all communications with mentors and fellow participants. Avoiding the use of offensive or inappropriate language is essential for maintaining a positive and constructive environment.
- **Manners:** Demonstrating good manners, courtesy, and respect towards mentors, peers, and program organizers is crucial. Actively listening during mentorship sessions and showing appreciation for the guidance provided contributes to a positive mentoring experience.

By adhering to these expectations, student mentees contribute to a professional and conducive learning environment, fostering a positive relationship with their mentors and peers, while upholding the principles of academic integrity.

Outside Interactions:

Students should recognize that any interactions or activities outside the official program are not the responsibility of the school or the program organizers. It is the student's responsibility to ensure their safety and adherence to appropriate conduct during such interactions.

Program Feedback:

Students are encouraged to provide feedback on their experiences in the program, addressing any concerns or suggesting improvements to enhance the overall effectiveness of the Mentorship Program.

Students should feel free to communicate openly with program organizers or designated school supervisors regarding any challenges or questions related to the program. By participating in the Mentorship Program, students acknowledge their commitment to these guidelines and understand that their active involvement contributes to the success of the program and their personal development.

- **Please note that this is a pilot program and it is susceptible to modifications based on the feedback received and any challenges or obstacles encountered. We appreciate your cooperation and understanding as we strive to enhance and refine this program for the benefit of our school community. HJIS reserves the right to terminate the contract in the event of any breaches of the established expectations.**

Student's Acknowledgment:

HJIS Mentorship Program Policy

I, the undersigned student participant, acknowledge that I have read and understand the expectations, guidelines, and responsibilities outlined in the HJIS Mentorship Program: College Mentoring Policy. I commit to actively participating in the program and adhering to the established guidelines.

Student's Name: _____

Student's Signature: _____

Date: _____

Program Overview for Parents

HJIS Alumni Intern Program is designed to connect current students with accomplished alumni who can offer mentorship and insights to assist them in navigating the complexities of college applications. By facilitating mentorship, application assistance and networking opportunities, we aim to empower students to make informed decisions about their higher education. However, it's important to note that this mentorship position does not serve as a substitute for the services provided by the HJIS College Counselor

Program Details:

- **Mentorship:** Your child will be paired/grouped with an experienced alumni who share their academic interests, career goals, and college preferences. This mentorship will guide them through the college application process.
- **Application Assistance:** Alumni mentors will assist in crafting compelling college applications, providing insights into personal statements, resumes, and recommendation letters.
- **Networking Opportunities:** The program includes events and workshops to connect students with alumni, offering valuable advice on choosing the right college.
- **Meeting Format:** Please note that the majority of mentorship meetings and program-related activities will be conducted online. Additionally, each participating student will have a designated school supervisor overseeing the program from the school's side, ensuring a positive and productive experience.

Consent Contract for Parental Approval:

To ensure the safety and well-being of participating students, we kindly request that parents or legal guardians review and sign the attached consent contract. This document outlines the expectations, guidelines, and safeguards in place.

How Your Child Can Participate:

If your child is interested in benefiting from this invaluable program, please encourage them to express their interest by contacting the College Counsellor or Alumni Coordinator directly.

CONTRACT FOR PARENTAL APPROVAL

Alumni Mentorship Program: College Mentoring Program

This Consent Contract for Parental Approval (here-in-after referred to as the "Contract") is entered into by and between the undersigned parent or legal guardian (hereinafter referred to as the "Guardian") and [Horizon Japan International School] (here-in-after referred to as the "HJIS"). This Contract outlines the expectations, guidelines, and safeguards in place for the participation of the student named below in the Alumni Intern Program: College Mentoring Program (here-in-after referred to as the "College Mentoring Program").

Student Information:

Student's Full Name: _____
Grade/Year: _____
School: _____
Parent's/Guardian's Full Name: _____
Contact Email: _____
Contact Phone Number: _____

Program Overview:

The College Mentoring Program aims to provide mentorship and support to students during their college application process. The Program includes one-on-one mentorship, application assistance, and networking opportunities facilitated by experienced alumni.

Expectations and Guidelines:

- **Mentorship Sessions:** The student will engage in virtual mentorship sessions with an assigned alumni mentor.

Meetings will be conducted in accordance with the schedule provided by the HJIS

- **Application Assistance:** The alumni mentor will assist the student in crafting college applications, providing guidance on personal statements, resumes, and recommendation letters.
- **Networking Opportunities:** The Program includes events and workshops for students to connect with alumni, fostering networking and guidance.

Safeguards:

- **Supervision:**

The Program will be overseen by a designated school supervisor from the school's side to ensure a positive and secure environment.

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- **Online Interaction:**

The majority of Program activities will be conducted online, and all interactions will be monitored and recorded for safety.

- **Confidentiality:**

Both the student and the alumni mentor are expected to maintain confidentiality regarding any personal or sensitive information shared during the Program.

- **Outside Interaction Responsibility:**

The school does not assume responsibility for any interactions or activities outside the scope of the Mentorship Program. It is the responsibility of the student to ensure their own safety and adhere to appropriate conduct during any outside interactions with the alumni mentor.

- ❖ ***Please note that this is a pilot program and it is susceptible to modifications based on the feedback received and any challenges or obstacles encountered. We appreciate your cooperation and understanding as we strive to enhance and refine this program for the benefit of our school community. HJIS reserves the right to terminate the contract in the event of any breaches of the established expectations.***

Parental Approval:

I, the undersigned Parent/Guardian, hereby grant permission for my child, named above, to participate in the Alumni Intern Program: College Mentoring Program. I acknowledge that I have read and understand the expectations, guidelines, and safeguards outlined in this Contract.

Parent/Guardian's Signature: _____

Date: _____

HJIS School Representative:

I, the undersigned, represent [HJIS] and acknowledge receipt of parental approval for the student named above to participate in the Alumni Intern Program: College Mentoring Program.

HJIS Representative's Name: _____

Date: _____

REVIEW HISTORY

Date created: December 11th, 2023 Requests for review:	Reviewers: Ugur Yaldiz, Christopher Hepburn