# Email Templates for Alumni-to-Student Group Mentorship Scheme

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## Email 1: Recruiting Alumni Mentors

Dear Alumni Office / GDPR data owners of alumni data,

Please can you send the following message to all past students from 2017-18 who passed the \*\*\*MSc (with me in CC).

Thanks,

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Dear Alumni of \*\*\* 2017-18,

Congratulations on successfully completing this module!

We are writing to ask if you would be willing to volunteer to become mentors in our mentorship scheme?

We are looking for alumni to form a group of mentors who share their experiences from module \*\*\* by joining Collaborate sessions and posting messages on the discussion forums to support prospective and new students 2019-20. You would not need to be available for all the Collaborate sessions and we will try to be as flexible as possible to work around your schedules (e.g. doodle polls to agree dates).

As a mentor, the intended benefits are that you are able to share your experiences by articulating your learning to students, thereby reinforcing your own learning by becoming the knowledgeable other. You benefit by using your experiences to support the wider community of learning as meaningful alumni. It will support your development of employability skills and, as such, can be added to your CV.

The first cohort of alumni mentors from the Public Health MSc at LSHTM (by distance learning) described their experience on the scheme as “enriching”, “rewarding” and “exciting”. One also highlighted how it helped him to remain “connected to the academic world”.

If you think that you might be interested, or would like to find out more, then please contact me via email (\*\*\*\*) with subject heading “New mentor group 2019-20”.

Best wishes,

\*\*\*\*

## Email 2: Reply to those who express interest in becoming an Alumni Mentor

Hi \*\*\*,

So pleased that you are keen to be involved in this! We hope that you and other new mentors will

support prospective/new students 2019-20 and throughout the year (from May 2019 to September 2020).

Please complete the following Doodle poll by Thursday 4 April to indicate your availability to participate in some online training with other new mentors, and joined by current mentors and staff, so you can ask any questions you may have and contribute any ideas:

\*\*\*[insert Doodle poll link]\*\*\*\*

Current mentors can talk more in the session about time commitment etc (but it is very much left to you to offer whatever time you can spare and no worries if you can’t make every Collaborate session!)

Mentors operate as a group supporting all students and only interact within the bounds of Moodle/Collaborate so that all students benefit and staff are around monitoring/inputting as required.

I ask mentors to share with me the drafts of their initial introduction message and first reply to a student prior to posting on Moodle. Following this, there is generally no need for mentors to check Moodle posts with me first (unless unsure about anything), but staff will post any messages of clarification afterwards, if needed.

Please note that your name on the Doodle poll will be visible to staff, other new mentors and also current experienced mentors.

Thanks,

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## Email 3: Collaborate training session announcement

Dear Alumni Mentors,

Nearly everyone can do Wednesday 1 May at 4.30-5.30pm UK time (BST) so please book this time in your calendar for the Collaborate training session.

If you can’t make this time then please let me know as well as emailing me your questions by the end of April. I will then address these questions in the recording of the session.

Thanks to current experienced mentors who have said that they will join the training session to help share their experiences with you as new mentors. I know that several have asked about time commitment and speed of response needed, which I hope current mentors can answer!

Link to Collaborate session on 1 May at 4.30-5.30pm UK time (BST): \*\*\*\*\*

(Note that the UK is currently on British Summer Time: <https://time.is/BST>).

Please let me know if anything is unclear.

Thanks,

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## Email 4: Link to Collaborate training session recording and Code of Conduct

Dear Alumni Mentors,

Thanks to those of you who joined today’s mentor training session – I really enjoyed interacting with you all.

For those of you who want to work through any slides more slowly, and especially for those of you unable to join us today, please find attached the slides we worked through.

Also, if you missed today and would still like to be a mentor please ensure that you access the Collaborate recording by clicking the link below (different from the link to join the session - sorry!):

\*\*\*\*\*\*\*\*

….then let me know once you’ve viewed the recording.

As covered in the training, please can you read and 'sign' the attached Code of Conduct (via email acknowledgement of agreement) or let me know if you do not wish to share your email address (with relevant staff and other Alumni Mentors) or have any other concerns or queries. If you are happy to 'sign' this then please email back to say "I confirm that I have read and understood the attached Code of Conduct and agree to follow this in my role as an Alumni Mentor."

I’ll be back in touch soon after about new Moodle login details and next steps.

If you have any questions in the meantime, please ask.

Thanks,

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## Email 5: Connecting new Alumni Mentors to each other

Dear Alumni Mentors,

Thanks again for volunteering to be part of this mentorship scheme and for giving permissions to be linked up to each other. Please see the lists below of names and email addresses for all new alumni mentors who have given permission to share these details.

I hope you have fruitful discussions and draw support from each other via email and/or via whatever form of communication you agree to go forward with. There is no need to CC me into your emails unless you want to ask me something jointly or highlight something to me (e.g. feedback from the group on training).

Please remember that, in your formal role as an Alumni Mentor on this mentorship scheme, email/Skype/social media or other contact such as this is only permitted between mentors and not with current students. Communication between mentors and students is all to be within the staff-monitored Moodle and Collaborate platforms (so please hide your email address from students when you create your new Moodle profile – new login details to follow).

\*\*\*[insert names and email addresses of new mentors who have given permission to share these with others, e.g. by signing the code of conduct]\*\*\*

## Email 6: Securing relevant restricted access for Alumni Mentors to specific Moodle zones/sections through liaising with IT to set Alumni Mentors to have student roles (with new login details)

[LSHTM staff – please email me ([anna.foss@lshtm.ac.uk](mailto:anna.foss@lshtm.ac.uk)) to discuss how we approached this for the Public Health MSc by distance learning and suggestions for other MScs who wish to implement a similar scheme].

## Email 7: Alumni Mentor introductory posts (with Moodle message to student pasted below this)

Dear Alumni Mentors,

Thanks for promptly activating your new Moodle accounts. You have now been added to an alumni group on Moodle so you should now be able to access the following:

\*\*\*\*[insert link]\*\*\*

This is where you can see what resources have been released to students so far. Let me know if you have any problems seeing this!

A few things for when you have some time:

1. Add a photo and biography to your Moodle profile, introducing yourself there as an “Alumni Mentor”, outlining your background, experience on the \*\*\* Module and what you are doing now (if you are happy to do so / whatever you’ve like to share about all this). There are some prompt questions in the training slides that may help you.

2. Read the message posted on Moodle to students (see below) and post your reply to this thread to introduce yourself (e.g. copying and pasting across from your profile?!). There are some prompt questions in the training slides that may help you. Remember to share with me your draft initial introduction message prior to posting on Moodle.

3. Reply to messages students post in this discussion forum, for example see the current open thread \*\*\*[insert link]\*\*\* . Remember to share with me the draft of your first reply to a student prior to posting on Moodle.

After these initial two messages, if you are confident in what you are saying then there is no need to share future draft messages with me prior to posting on Moodle. However, please do ask me to check first if you are unsure of anything.

Staff will post any messages of clarification on Moodle after mentors posts, if needed.

Please let me know if you have any queries or concerns.

Many thanks,

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\*\*\*[THAT BELOW IS A COPY OF MESSAGE POSTED ON MOODLE TO NEW/PROSPECTIVE STUDENTS]\*\*\*

Dear Students,

Some past successful students have returned as volunteer alumni mentors to help support you through sharing their experiences with you. They will work as a group in this regard (rather than forming one-to-one mentoring pairs) and provide support within the boundaries of Moodle discussion forums and Collaborate sessions (so please do not meet Alumni Mentors face-to-face or connect with them via email, Skype/Facetime/phone or social media, or any other means, in terms of their official role as Alumni Mentors).

Alumni mentors will be sharing their experiences but not giving advice (since it is the role of supervisors and Project Module Organisers (PMOs) to guide students, not the role of mentors), so caution should be exercised when interpreting contributions from mentors in the same way as interpreting peer support from other students.

Staff will also clarify/correct anything deemed misleading from a mentor in the same way as if other students wrote/said something wrong or inappropriate.

Please keep in mind that alumni mentors are volunteers with limited time and so are unlikely to be able to respond quickly or frequently to posts, and may not be able to join all Collaborate sessions.

We invite alumni mentors to introduce themselves in this thread and say a bit about their background and experience on the module/MSc etc:

\*\*\*[insert link to thread]\*\*\*

We appreciate that many students have exams approaching but encourage any of you ready with questions to post them in this discussion forum now (or when you emerge from exams!):

\*\*\*[insert link to thread]\*\*\*

Best wishes,

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