

MENTOR GUIDE

Qimmah

Helping Arabs Get to the Top



Introduction

Welcome to Qimmah's Mentorship Program! Your role as a mentor in the program plays a significant part in the success of the mentoring relationship. In this document, you will find a basic guide/calendar for the mentorship program and some tips on how to help your mentee.

Program Description and Overview

Qimmah is a mentorship style program in which a select number of prospective applicants are given one-on-one guidance with highly qualified Arab undergraduate volunteers who will assist them in their college application process.

Program Mission Statement

Qimmah aims to provide high quality college mentoring to help Arab students enter top American universities.

Before we proceed, we would like to highlight a couple of **important** matters:

- We understand that you are a student and that you have exams and deadlines this upcoming semester. Please inform your mentee when your exam(s) season is. That way, you could both plan accordingly.
- This guide can be used as a base but does not need to be followed strictly. It is meant to facilitate the mentorship process, so feel free to modify it to fit your needs and those of your mentee.
- Please ensure that your mentee uses the website as a supplement to your services.
- We will send you a list of other Qimmah mentors and their contact information in a follow up email after you begin your mentorship. If your mentee wishes to contact another mentor, they must do so through you. The purpose of this policy is to promote better communication between the original mentorship pairs.
- In addition to this guide, Qimmah has created a private Facebook group for mentors only. It will be a platform for you to consult other mentors about issues you may have. For instance, if your mentee needs advice on a particular subject test that you haven't taken, you can post that on the mentor group and someone will respond to your request.
- It is critical that you respond to all surveys sent by our board in a **timely manner**. It will allow us to address any problems that arise and ensure that everything is going smoothly.

Mentor **Responsibilities:**

- To follow-up with the mentee on a regular basis (minimum twice a month)
- To communicate effectively and professionally with the mentee
- To choose suitable timing for communication
- To be on time for any arranged meetings (online or offline)
- To be respectful of the mentor and others associated with the program
- To reply promptly to any emails from the program coordinators

* *Your relationship with your mentee should be built on professionalism. You're only expected to discuss topics and ask questions related to the application process.*

* *Other Mentors' contact information: When you begin your mentorship, we will send you other mentor's contact information. Please note that this information is confidential. Use it only for Qimmah mentorship purposes.*

Timeline:

The Summer before the Mentee's Senior Year

● June

Take the time to discuss which standardized tests the mentee intends to take over the next academic year. Make sure your mentee is aware of the college exam requirements i.e. SAT reasoning test, SAT subject tests, TOEFL...For the best books to use and subjective study guides, please encourage your mentee to visit the website <http://bit.ly/1LFTtTb>

Encourage your mentee to register for standardized exams early.

Personal essay and supplements:

You can help your mentee at any stage of the writing process, from brainstorming to final draft editing. Please ensure that your mentee starts to think about topics for their personal essay and supplements ahead of time. The earlier he/she has something in mind, the more likely the final product will be of high quality. Also, students sometimes underestimate the importance of shorter essays and end up writing something last minute to make it before the deadline. Make it clear to your mentee that this can have detrimental effects on the overall application. Encourage him/her to put 100% into both the main essay and supplements.

● August

Tips for Effective Communication:

- Make sure the method of communication used with the mentee is one that is frequently checked
- Be clear while communicating

Things you can discuss with your Mentee:

- US application process
- Personal statement:
proofreading and revision
- Standardized tests preparation:
SAT, ACT, TOEFL...
- College list
- Post-application information:
selecting a college, dealing
with being waitlisted...

Timeline:

Senior Year - First Semester

September

Discuss your mentee's tentative college list. If your mentee has already taken standardized tests, they can gauge which schools are realistic and which ones are long shots. Remember, test scores do not alone determine which school will make an offer. So, even if your mentee's score isn't as high as the average test taker, you can still encourage him/her to apply. Please checkout the statistics here: <http://bit.ly/1OAgIDG>

Teacher recommendations and school report:
Encourage your mentee to reach out to teachers for recommenders early. Please visit the following link for more information: <http://bit.ly/1LFTQgu>

October

Start revising the personal essay and supplement drafts. Ask your mentee to send you his/her essays. Make sure that your mentee is also having their work edited by a teacher at their school. Qimmah's mentorship is meant to supplement the resources at your mentee's school, not replace them.

November

You can edit your mentee's essays if he/she still needs help. In addition, please ensure that your mentee's recommenders submitted their letters. Here is a helpful link regarding common mistakes on school reports and recommendation letters: <http://bit.ly/1LFTQgu>

December/ January

Many deadlines will be coming up soon. Encourage your mentee to send in his/her application at least one week before the actual deadline. Sometimes the online system/ common app crashes because it's overloaded with requests. Once your mentee's application is submitted, the waiting period begins. During this time, tell your mentee to make sure that all submitted applications are complete.

Timeline:

Senior Year - Second Semester

This is when your mentee starts hearing back from colleges. Your mentee still needs to perform well academically because his/her transcript will be sent to universities.

Accepting an offer of admission:

This is a very good time to look at the list of Qimmah mentors and ask if your mentee wants to be connected to another mentor. For example, if your mentee is choosing between MIT and Harvard, you can connect him/her to a mentor who goes to Harvard and a mentor who goes to MIT.

Usually, May 1st is the latest deadline for accepting an offer. To accept the offer, your mentee has to pay a deposit to the university. Afterwards, your mentee will be emailed regarding visits to the college and other important information like housing, visa, etc.

March / April

Q: What if my mentee is waitlisted?

Being waitlisted means that the applicant met the requirements of the university; however, the university has already made offers for its available spaces for more qualified applicants.

Waitlisted students may be offered a place if a spot becomes available later on. Discuss the possibility of staying on the waitlist with your mentee. Make sure the mentee is aware that each university has different waitlist policies. Since being on the waitlist signifies a lot of uncertainty, your mentee must accept an offer of admission elsewhere in case he/she does not receive an offer from the university where they were waitlisted.

May

This is when your mentee will be making their final college decision and accepting their offer.

Timeline:

End of senior year.

June

Housing/Medical tests/ visa applications are all required from the student during this month. Make sure your mentee understands the importance of completing all the required forms sent by the university before his/her enrollment in the fall semester. The earlier your mentee starts on his/her VISA application, the better.

If your mentee is from Saudi or Bahrain, please encourage them to read the following post: <http://bit.ly/1VGfvK9>

Q: What if my mentee doesn't get into a university that interests her/him?

If this happens, your mentee can consider taking a gap year, attending a post-graduate program, or transferring after his/her first year of college.

Please visit the following link to learn more: <http://bit.ly/1g8gQcH>

Your contribution is *important* to us.

We would like to encourage you to contribute in the following ways:

- I. **Become an Ambassador!** The Ambassador Program is designed for Qimmah Mentors who are interested in spreading the message of the organization. Qimmah mentors will be able to give presentations in high schools in their hometown about their experience abroad and with Qimmah.

All mentors are eligible to be Ambassadors, representing Qimmah to students and administration of high schools across the Arab states. Qimmah will provide mentors with standard slides as a base for them to use and will require them to fill out a short application here: <http://goo.gl/forms/pCL25IJ2kh>. After students give the presentation, they will submit a short report/survey here: <http://goo.gl/forms/lpQL06tRU1>

- II. **Submit your personal college essay as an essay sample for students to read on the website.**

In order to do so, please submit the following survey here: <http://goo.gl/forms/4UCMTVkAPH>. The essay will be an anonymous submission. Please look at the samples we have so far by visiting the following link: <http://www.qimmah.org/#!/personal-guides/c1xur>

- III. **Submit entries to the Journal Program after you hear back from colleges.** The Journal entries program will compile essays and testimonies written by Qimmah's mentors and mentees. The pieces could be written about, but not limited to, any of the following topics: How to prepare for standardized tests, how to write a good personal essay, where to purchase and which books to purchase for SAT prep, when to begin SAT prep... In order to sign up for a submission, please fill out the following survey <http://goo.gl/forms/LXDyhOYV4b>.

If you encounter any problems with your mentorship experience, please do not hesitate to email us at: mentorship@qimmah.org and contact your mentorship coordinator.

We wish you best of luck in the application process!

Best regards,

Qimmah's Executive Board

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VISIT OUR WEBSITE QIMMAH.ORG