

Mentorship Program Guidelines 學長計劃指引

For Mentors 學長	<p>You may consider 你可以考慮</p> <p><input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> - Sharing your experience with mentees; 與學員分享你的經驗； - Actively communicating with mentees by phone or email; 主動以電話或電郵與學員聯絡； - Offering support and advice to mentees in a timely manner; 為學員提供適時的支持及指導； - Discussing with and assisting mentees in setting achievable learning outcomes; 與學員商討及協助學員設立學習目標； - Arranging meaningful and constructive gatherings or group activities (such as participating in cultural/outdoor activities, attend professional talks or other related activities, etc.) with other mentors; 聯繫其他學長安排有意義及具建設性之小組活動或聚會，如參與文化或戶外活動、出席講座及與專業相關活動等； - Arranging activities within reasonable hours between 8 am to 9 pm; 安排活動時間在上午八時至晚上九時； - Contact AiA committee for prior notice to parents if activities to be held outside OLC campus; and 如須在校外聚會，請先聯絡校友行動委員會，以便通知校方發家長通告；及 - Informing AiA Committee the progress of mentees on a regular basis via email. 定期以電郵方式通知校友行動委員學員的學習情況。
	<p>You are advised NOT to 請不要</p> <p><input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> - Give your mentees expensive gifts; or 送贈名貴禮物予學員；或 - Involve mentees in any sales, commercial and other self-related activities. 向學員銷售任何產品或從事其他關乎個人利益的活動。
For Mentees 學員	<p>You shall 你應該</p> <p><input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> - Take the initiative to contact your mentor and make arrangements for activities; 主動與學長聯絡，並配合學長一同參與活動； - Always reply your mentor's email and return her calls in a timely manner; 經常及時回覆學長的電郵及來電； - Send emails to your mentor when she is too busy to meet; 倘若學長太忙，暫未能安排見面，請主動以電郵與學長聯絡； - Prepare some topics for discussions before you meet; 與學長見面前，先記下一些需要討論的話題； - Observe proper etiquette, i.e. be punctual and courteous; 遵守應有的禮節，如準時出席聚會並保持良好禮貌； - Be confident in expressing your opinions even if they differ from those of your mentor; and 在學長面前自信地表達自己的意見（即使與學長的見解有分歧）；及 - Contact the teacher-in-charge of the career guidance team if you encounter any problems regarding the program. 如有任何有關本計劃的查詢，或遇到任何困難，請及時與升學及輔導組老師聯絡。
	<p>You shall NOT 你不應</p> <p><input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> - Be too shy to share your feelings; 因害羞而錯過表達個人感受的機會； - Contact your mentor at unreasonable hours; 在不適當的時間聯絡學長； - Expect your mentor to have all the answers to your problems; 期望學長能解決你所有的疑難； - Be discouraged if your mentor is always seemingly busy (be patient and persistent); or 因學長太忙，暫未能安排見面而感到沮喪（請保持忍耐）；及 - Take for granted that your mentor is going to pay for all expenses. 期望學長會替你支付所有活動費用。