### *AFSF On-line Mentoring Guidelines 2020*

*In-depth interactions with a professional can have a tremendous impact on the trajectory of a young, aspiring designer. Volunteer mentors with the Architectural Foundation of San Francisco offer a critical window through which a teenager glimpses a potential future and visualizes him or herself in it.  Through 1-on-1 mentoring, AFSF student participants gain a deep and broad perspective on what the professional world is truly like, and some insights on how to get there.*

Greetings 2020 AFSF Mentors!
Thank you for volunteering your time and effort to positively impact the students in our programs. AFSF has two 3-week summer programs, and we ask that you mentor one student in each program, twice a week, for one hour per day.  If possible, we'd like to follow this schedule:

**Tuesdays and Thursdays, 10 - 11am**
*Session 1: June 16 - July 2         Session 2: July 7 - 23*

We recommend hosting the session on the system you and/or your firm use (Zoom, Meet, etc.). Please send me the link that I should share with the student that will be working with you.

Here are some **guidelines** we ask all mentors to follow:
1. Ensure our students are not exposed to any language, images or other content that would not be appropriate in a high school classroom or a PG movie.
2. Feel free to record or screenshot, but please do not publish/post nor share it with anyone other than AFSF, without the express consent of the student and their parents.
3. Maintain contact with both the student and Fred Werner, and give as much advance notice as possible if you need to postpone or re-schedule a session.
4. Inform Fred immediately of any issues regarding student responsibility (tardiness, failure to show up or follow through on work, unprofessionalism, etc.)

Here are some **tips** for making the time valuable.  *Feel free to ask for other ideas or to do more!*
1. Share openly about your professional experience and your educational and career paths.
2. Share a broad range of work examples:
    a. Multiple stages of multiple projects (current and past)
    b. Multiple media formats as well as Revit, SketchUp or other design files
    c. Virtual site visits
3. Introduce the student to as many of your colleagues as possible.
4. Give the student one or more tasks to do, such as:
    a. Labeling items in images or files
    b. Creating / working with Revit or SketchUp files.
    c. Checking / confirming items in a file.

Thank you for helping our students step into their future!