

## The Introductory Email: What to Include

Once you receive an email indicating that you have been assigned a mentee, you will have 48 hours to send an introductory email to your new mentee. This email must include:

- your first name
- your program and year of study
- your availability to meet
- suggested meeting locations
- a “reply back” date

You may suggest a time to meet that falls within the mentee’s indicated availability (as seen on the email you receive from FYC alerting you to your new mentee). However, since students are likely to have changed their schedules since they registered for FYC, it is a good practice to offer them *your* availability first and have them choose a time that works best for them.

Please also suggest meeting at a public venue on campus (e.g., the SEO’s Student Life Hub, Rooster’s Coffeehouse, Loeb Cafe, or Residence Commons). Present your mentee with a few options and have them choose what works best for them.

Finally, a “reply back date” will incentivize a response and serve as a reminder to you, the mentor, as to when you should send another email if the mentee does not respond.

## The Introductory Email: Sample

Subject Line: Greetings from Your FYC Mentor!

Hi (*mentee first name*),

My name is (*your first name*) and I am your First Year Connections mentor for the fall term! I am going into my (*year of study*) in (*program of study*). I am an experienced student with lots of knowledge about Carleton and I am very excited to support you during your first few weeks of university!

I am very much looking forward to meeting you so we can talk more about the program and get to know each other. I am available on (*all dates and times at which you are available*). Please let me know what date and time works best for you!

In terms of where we can meet, I suggest meeting at Rooster’s Café, Starbucks, the food courts, the library, or the SEO Student Life Hub, but I am open to more suggestions!

Please let me know what time and place works best for you by (*3 days after you send the email*).

I look forward to hearing from you! Have a great day,

(*Signature*)