



## **Mentor Guidelines**

- I respect my student's time, and I will answer e-mails promptly. ("Promptly" is a term to be defined by the mentor and student.)
- I will try to guide my student by words and example.
- I realize the relationship between myself and my student is professional and that our communications should remain private.
- I acknowledge that any views, opinions, guidance, or remarks I may make are personal and may not reflect the views, opinions, guidance, or remarks of the Mississippi Court Reporters Association or any other professional association.
- I will notify my student when I am unavailable to receive/send emails.
- I promise to abide by the guidelines or any other guidelines in the future adopted by the Mississippi Court Reporters Association Mentoring Program. If I fail to adhere to these guidelines, I understand and agree that my name may be removed from the mentoring list.
- I understand that my assignment as a mentor is voluntary and students may be rotated during their mentorship to provide them a variety of opportunities. If I elect to discontinue my participation in the MCRA Mentoring Program, I agree to promptly e-mail my student of this decision. As a courtesy to my student and the MCRA Mentoring Program, I will promptly notify [info@mscra.com](mailto:info@mscra.com) of my decision via e-mail so that another mentor may be assigned to my student.
- I understand that mentoring a student through this state association program may be eligible for Professional Development Credit (PDC) towards my NCRA certification(s). Please go to [ncra.org](http://ncra.org) for more details or click [HERE](#) to be directed to the NCRA Continuing Education Forms.