

## Task 4: Secure an Expert Senior Project Mentor with a Contract.

### Senior Project: Life-Ready Leadership in Action

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**Senior Project Mentor:** A mentor for the Senior Project should be chosen with great care since the mentor oversees the Senior Project and should be an expert in the field you are exploring. The choice should be directly influenced by your chosen project. The main role of a project mentor is to guide you through the 40 hours to gain experience and complete the project. The ideal mentor, for example, would be an instructor in the academic area of your interest, a respected member of the community, or a business man or woman who is willing to help you achieve your goals. Help in securing a mentor can be given by your parents and project advisor or an administrator or a counselor.

#### **Requirements of Senior Project Mentor:**

1. Must be at least 21 years of age.
2. May not be a family member.
3. May not be a faculty member of the school you attend.
4. Must be an expert in your field of interest.
4. Must be willing to help the student on a volunteer basis.

#### **Relationship with Senior Project Mentor:**

Mentors should be an expert in the community who are willing to volunteer to help you with your Senior Project. To maintain a positive, working relationship with your mentor, communication is the key. Here are some recommended tips:

1. When initial contact is made with your mentor, use polite manners and introduce yourself. The following may be an example of how the first conversation might be approached: "Hello Mrs. Jones, I am \_\_\_\_\_, a student at Canyon Ridge High School. I am looking for Senior Project Mentor..."
2. Utilize your mentor's expertise. Much of the value of your project comes from frequent contact with your mentor. Keep your mentor informed of what is going on with your project. At first your mentor may not remember your name. It is important that your mentor have your name, address, and phone number.
3. Assume that your mentor often has a busy schedule and give your mentor advance notice of your needs.
4. Set up appointments and keep them. It is important to schedule when (what days, times, and/or weeks) your mentor is available to meet and work with you. Try to meet with your mentor only during the scheduled time.
5. Be appreciative of your mentor's time and help. Try to remember to always thank your Mentor for his/her time after each contact or conversation. Send thank you cards.
6. Go over the expectations with your mentor as stated in the Senior Project Mentor Contract.

## Re: Senior Project

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### Dear Senior Project Mentor:

Thank you for viewing the Project Proposal Planning Guide of the student you are willing to mentor and for committing to volunteer your time and expertise for this student to complete his or her Senior Project. Your mentoring will allow the student to demonstrate the life-ready skills required for graduation in this culminating project. The student must plan and execute a project, plan and write a research paper related to the project, and finally make a presentation about the whole process of completing the Senior Project to a panel of judges.

As you know the student has chosen a project in which he or she is interested and has completed the Project Proposal Planning Guide. The student is required to receive an indication of your mentoring commitment with a completed and signed copy of the Senior Project Mentor Contract. The student is also required to receive your signature approving his or her official Project Proposal when completed. Once the Project Proposal is approved by the Junior Board committee, the student understands that it is his or her responsibility to perform the work and create the results starting in the summer. You are in no way obligated to do required work for the student or provide materials. You may donate materials if you choose to do so. Liability for injury and/or death during this project has been assumed by the student's parents/guardian, as they have approved the student's choice of project.

Your most important role is to guide the student through the 40 hours of gaining valuable experience in completing the project, and to validate the completion of the project. I ask you to please check on the progress of the student periodically during the project (by filling out evaluation forms and initialing the student's project journal), and to encourage the completion of 40 hours on time. The student will give you an evaluation form to complete at the midpoint and end.

I strongly recommend that you attend the student's project proposal presentation this spring and the final presentation of the completed Senior Project next spring, but this is not required. I also invite you to read the student's research paper and offer feedback next winter, but this is not required either. I will encourage the student to invite you to participate in these aspects of the project. You will also be invited to the Senior Project Open House that will occur at the end of next school year. You are an essential part of this endeavor and I look forward to working with you as you take on this journey of assisting the student you accepted to mentor.

Thank you for your interest in our students at Canyon Ridge High School. .

Sincerely,

Senior Project Advisor

## Re: Senior Project

Artifact 4

### Senior Project Mentor Contract

Remember a mentor must be 21 years old and may not be a family member or a faculty member of the school the student attends.

#### Student Information

Student  
Name

Student  
Phone Email

Advisor

Brief Description  
of Senior Project

#### Mentor Information

Mentor  
Name

Work  
Phone

Cell  
Phone

Email

Address

City

State

Zip

Mentor, please state your qualifications and experience in the field of the student's project.

If the project involves organizing an event, the mentor must be at the event to supervise and evaluate. This is very important. If it is impossible for the mentor to be at the event, the student must find a staff member.

**In the space below, please check the responsibilities both parties are willing to fulfill:**

Student Responsibilities	Mentor Responsibilities
<input type="checkbox"/> Give advance notice of needed help	<input type="checkbox"/> Provide meaningful assistance/guidance
<input type="checkbox"/> Set appointments and keep them	<input type="checkbox"/> Be available to meet at least 4 times
<input type="checkbox"/> Be polite and considerate of mentor's time	<input type="checkbox"/> Check project log and initial (40 hrs)
<input type="checkbox"/> Keep mentor informed of progress	<input type="checkbox"/> Complete mid and final evaluation
<input type="checkbox"/> Invite mentor to presentations and open house	<input type="checkbox"/> Attend presentations and open house if available

Student  
Signature

Date

I agree to carry out my responsibilities to maintain a positive, working relationship with my mentor.

Mentor  
Signature

Date

I agree to carry out my responsibilities to mentor this student in completing the 40 hours of the Senior Project. I will meet with the student a minimum of four times during the 40 hours to monitor progress.