

Task 10: Receive Your Mid-Project Evaluation and Final Evaluation from Mentor.

Senior Project: Life-Ready Leadership in Action

Role of Senior Project Mentor: The most important role of your mentor is to guide you through the 40 hours of gaining valuable experience in completing the project, and to validate the completion of the project. Your mentor is to check on your progress periodically during the project (by filling out evaluation forms and initialing the your project journal at least 5 times). Hopefully your mentor will encourage you to complete the 40 hours on time. It is your responsibility to give the Mid-Project Evaluation to your mentor and the Final Evaluation to assess your progress and performance in completing the 40-hour project.

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: Mentor Evaluation of Student



Artifact 8

Mid-Project Mentor Evaluation

Student Name _____

Mentor _____ Phone Number _____

Have you seen and initialed the student's Project Log? Yes _____ No _____

Have you conferred/worked with the student on his/her project? Yes _____ No _____

How many times have you met with your student thus far? _____

Please explain the ways have you worked with the student thus far?

Is the student making satisfactory progress to finish 40 hours by October 14? Yes _____ No _____

Please give a brief explanation of any concerns or questions you may have about the student's progress toward completion of his/her project.

Mentor Signature _____ Date _____

Thank you very much for your time and effort in mentoring our student and contributing to his/her Senior Project. Your time and energy are very much appreciated!

Advisor Signature _____ Date _____

Parent Signature _____ Date _____

Re: Mentor Evaluation of Student

Artifact 9

Final Mentor Evaluation

Student Name _____

Mentor _____ Phone Number _____

To the Mentor: Please evaluate the student's project using the criteria below. Please write additional comments. These comments are very important in the evaluation procedure. The student's advisor will use your evaluation in assessing the quality of the project. Please be as candid and thorough as possible.

Please total the score. Thank you! Total Score _____

	Below Standard	Approaching Standard	Meets Standard	Exceptional Achievement	Score	Comments
Meets goals of proposal	Not applicable (additional work required)	Not applicable	Meets goals of proposal; product was a challenge	Exceeds goals of proposal; a major challenge		
	1 point	2 points	3 points	4 points		
Work Ethic	Does not meet as scheduled; rarely asks questions; lethargic; unenthusiastic; disrespectful	Is enthusiastic but is sometimes late to meetings; asks few questions	Enthusiastic; knows how & when to ask questions; shows initiative; comes ready to work	Prepares questions in advance; extends learning outside meeting times		
	1 point	2 points	3 points	4 points		
Timeliness in completion	Product was late, incomplete, or of unacceptable quality	Product was on time, but did not allow extra time for troubleshooting, etc.	Product was complete early enough to allow for troubleshooting, adding finishing touches, and evaluation	Product was complete well in advance of due date		
	1 point	2 points	3 points	4 points		
Responsibilities on mentor sheet fulfilled	Did not meet responsibilities on a regular basis	Nearly met all responsibilities	Met all responsibilities on mentor contract	Exceeded responsibilities		
	1 point	2 points	3 points	4 points		

Re: Mentor Evaluation of Student

	Below Standard	Approaching Standard	Meets Standard	Exceptional Achievement	Score	Comments
Product Quality	Poor or incomplete craftsmanship; clearly below standard for student's individual learning, skills, & ability levels; little or no evidence of use of correct tools, techniques, technology, terminology, & leadership (where applicable)	Craftsmanship qualities do not meet the standard for student's individual learning, skills, & ability levels; use of correct tools, techniques, technology, terminology, & leadership (where applicable) lacking	Craftsmanship qualities meet the standard for student's individual learning, skills, & ability levels; use of correct tools, techniques, technology, terminology, & leadership (where applicable) is observable	Craftsmanship demonstrates highly exceptional achievement as measured according to all professional standards for this kind of work		
	1 point	2 points	3 points	4 points		

Please total the score. Thank you!

Total Score _____/20 Pts.

Mentor Signature _____ Date _____

Dear Mentor, thank you very much for your time and effort in mentoring our student and contributing to his/her Senior Project. Your time and energy are very much appreciated!

Advisor Signature _____ Date _____

Parent Signature _____ Date _____