

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

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 30 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.

Senior Project

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/E-mail

Advisor

Brief Description
of Senior Project

Mentor Information

Mentor
Name

Work
Phone

Home Phone
(optional)

Email

Address

City

State

Zip

Mentor, please state your qualifications and experience related to the project below.

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