

Mentoring Guidelines

(These guidelines should be given to your mentor to keep at your first meeting.)

The requirements of the Graduation Project mentors are as follows:

- The mentor may NOT be a member of the student's family and must be at least 21 years of age.
- The mentor will assist the student in designing a product in the area of study for the Graduation Project. The product must logically connect to the research. The product need not be solely based upon the research, as the paper was designed to be very limited, but the two should be clearly related. The product could be something tangible or something abstract such as time spent volunteering in the community. A visual aid is required to be produced to document the completion of the product.
- The mentor will assist the student in establishing objectives and keeping a log of all activities completed on the product. The student is required to spend a minimum of fifteen hours (at least five of these hours must be face to face with mentor) on the product and should have contact with the mentor a minimum of five times.
- The contact with the mentor should be spent discussing, assisting, and providing guidance on the product. The purpose is not to waste time or materials, but to gain some "real world" experience and knowledge before leaving high school. **Please contact the student's project advisor if the student is not keeping appointments.**
- In order to determine the student's grade for the product, the mentor will provide feedback about both the student and the product. The mentor will complete the **mentor's product evaluation rubric** and give it to the student who will provide it to his or her English teacher for recording. Product rubrics will then be included in the portfolio.

Mentors are asked to contact the advisor with any questions or concerns. The advisor may periodically call you to check the student's progress and your reactions as to the validity of the student's work. Thank you again for agreeing to assist a student in this exciting and meaningful endeavor.

Student Name: _____

Student E-mail: _____

Student Contact Numbers:

Faculty Advisor: _____

Advisor E-mail: _____

School Name: _____

School Phone Number: _____

Mentor Consent Contract

Return to English teacher with student, parent, advisor, and mentor signatures!

I have read the mentoring guidelines and agree to serve as a mentor to _____ as he/she produces a product on the topic of _____. My signature certifies that I am not related to the student, am at least 21 years of age, and understand my role as a mentor. I agree to regularly meet with the student until his/her product is completed. I further agree that I will complete all paperwork on a timely basis and verify the accuracy of information on the student's time log.

Mentor signature _____
Date of agreement _____ **Age of mentor:** _____
Printed name of mentor _____ **Business name** _____
Address of mentor _____
Mentor business number _____ **Cell phone** _____
Email address (if available) _____

Student Contract

I understand that I am responsible for making and keeping all appointments with my mentor. I also understand that I am responsible for keeping a log of my work and of our contacts. Thank you in advance for your willingness to be part of my education and preparation for graduation.

Student Name _____
Student signature _____ **Date** _____
Student home phone _____ **Cell phone** _____

Parent/Guardian Signature

I agree to allow my child, _____, to work with _____ as his/her mentor for the Graduation Project.
Parent/Guardian name: _____ **Date** _____
Parent/Guardian signature: _____

Advisor Mentor Verification

Please contact Mentor to verify that he or she will be working with Student
Name of Advisor _____
Signature of Advisor _____ **Date** _____
Type of Contact (phone, e-mail, etc.) _____