

Mentor Manual for Senior Project



Trumbull Career & Technical Center
Warren, OH

2008-2009

Student-Mentor Responsibilities

Senior Project Participants are highly encouraged to obtain a mentor; however, one is not required. Students will earn up to five bonus points toward their Senior Project Final Rating for acquiring and utilizing a mentor throughout the process.

The senior student is responsible for:

- Securing an appropriate Mentor.
- Completing and submitting all required Mentor forms.
- Being prepared and punctual for all appointments with Mentor.
- Communicating with Mentor, as needed, in a timely manner.
- Spending a minimum of 10 contact hours with the Mentor.

Mentor qualifications:

- Must be an adult (at least 21 years of age).
- Must be an expert or professional in the field/area of mentoring

A Senior Project Mentor is responsible for:

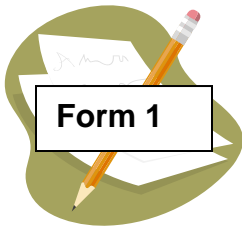
- Advising and assisting student in the planning and development of his/her Senior Project product.
- Evaluating/grading the student's completed Senior Project product.
- Returning final Mentor Verification Form
- Faxing or mailing the required evaluation sheet to TCTC by the deadline

Suggested resources I can use to find a mentor:

- Family members
- Friends of family
- Friend's and their family members
- TCTC teachers / personnel
- Other educational facilities
- Employers and co-workers
- Associates through religious organizations
- Associates through civic and community organizations
- Associates through athletic organizations
- Community businesses
- Professional organizations
- Newspapers

How to make the initial mentor contact:

- A mutual friend or acquaintance may make the initial contact for you
- Telephone (be prepared to leave an appropriate voice mail message)
- Letter
- E-mail



Form 1

MENTOR INFORMATION AND AGREEMENT FORM

Name: _____

Type of Business: _____

Address: _____

Contact Information: Office: _____

Home: _____

Cell: _____

Fax: _____

Email: _____

Best time(s) to be contacted _____

Mentor Agreement to Serve

For Mentor to complete and sign

I agree to serve as a Senior Project Mentor to _____.

I will advise and assist with his/her Senior Project Product plans to _____

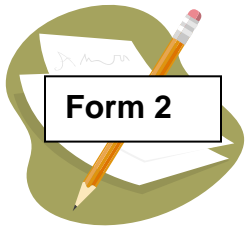
_____.

Mentor Signature: _____ Date: _____

I have received my Mentor Manual. _____

Mentor Signature

Date



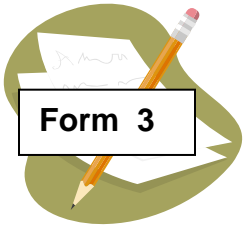
Parent Approval of Mentor
For Parent to complete and sign

I am aware that _____ will be serving as a Senior Project Mentor for _____, and give my permission for them to meet together for the required ten hours. I understand that these meetings will be scheduled at mutually agreeable times and will take place at

_____.

Parent/Guardian Signature: _____

Date: _____



Mentor Hours Verification Form

Mentor Log for: _____ **Program Teacher:** _____

Product: _____

Mentor: _____

Date of Meeting: _____ Amount of Time Spent: _____

Activity/Item Discussed: Initial Meeting

Any suggestions:

I have met with the student named above for the purpose of discussing his or her senior project.

x _____ Mentor Signature

Date of Meeting: _____ Amount of Time Spent: _____

Activity/Item Discussed:

Any suggestions:

I have met with the student named above for the purpose of discussing his or her senior project.

x _____ Mentor Signature

Date of Meeting: _____ Amount of Time Spent: _____

Activity/Item Discussed:

Any suggestions:

I have met with the student named above for the purpose of discussing his or her senior project.

x _____ Mentor Signature

Date of Meeting: _____ **Amount of Time Spent:** _____
Activity/Item Discussed:

Any suggestions:

I have met with the student named above for the purpose of discussing his or her senior project.

x _____ Mentor Signature

Date of Meeting: _____ **Amount of Time Spent:** _____
Activity/Item Discussed:

Any suggestions:

I have met with the student named above for the purpose of discussing his or her senior project.

x _____ Mentor Signature

Date of Meeting: _____ **Amount of Time Spent:** _____
Activity/Item Discussed:

Any suggestions:

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x _____ Mentor Signature

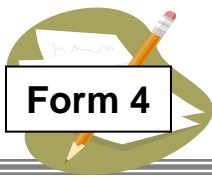
Date of Meeting: _____ **Amount of Time Spent:** _____
Activity/Item Discussed:

Any suggestions:

I have met with the student named above for the purpose of discussing his or her senior project.

x _____ Mentor Signature

***Copy pages as needed.**



TCTC Advance Field Trip Permission Form
Senior Project School Absence

- Eligible students may take one full day or two half-day absences for shadowing. Two half-day absences must be one morning and one afternoon.
- Dean, student, parent, and teacher signatures are required **prior** to mentor shadowing.

Please excuse _____ (Name of senior) from classes on _____ (Date of shadowing). He/She will be shadowing his/her mentor, and is able to do so only during school hours. The student understands that he/she must make up all work, and must do so within **two days** following the absence. This absence is an excused field trip and should not count against the Attendance Policy.

*Dean's office

*Parent signature

*Mentor signature

To be completed by STUDENT prior to signing by teachers, parent, and mentor:

Reason for shadowing: _____

Why this cannot be done outside of school hours:

TEACHERS: Please initial below to verify that you have been notified of this absence:

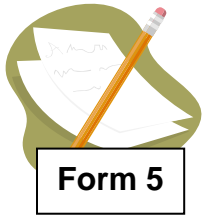
Academic _____ Academic _____ Academic _____

Lab: _____

I affirm that all of the above information is true and accurate

*Student Signature _____

This form MUST be turned in to the Attendance Office upon your check-in or check-out!



Form 5

Mentor Evaluation Form

Category	Criterion	Grade Scale/Points	Score/5
Initiative/Energy	<ul style="list-style-type: none"> • Demonstrated initiative • Asked appropriate questions • Exhibited enthusiasm 	5 Exceeded expectations	
Timeliness/Organization	<ul style="list-style-type: none"> • Punctual • Met deadlines • Organized time & tasks effectively 	4 Fully met expectations	
Commitment/Dependability	<ul style="list-style-type: none"> • Demonstrated reliability • Kept all commitments • Showed dedication to the success of the product 	3 Adequately met expectations	
Problem solving/Creativity	<ul style="list-style-type: none"> • Demonstrated ability to overcome setbacks • Sought alternative solutions to problems • Looked for ways to improve 	2 Barely met minimum expectations	
Attitude/Etiquette	<ul style="list-style-type: none"> • Appropriate dress and grooming • Accepted constructive criticism • Courteous • Worked will with others 	1 Failed to meet minimum expectations	

Total: _____

Mentor's Signature _____ Date: _____

Write Thank You to your Mentor!

Your mentor has spent many hours helping you through your product, so it is important that you express your thanks. Rather than purchase a card-shop thank-you note, take the time to write a personal note; or write a thank-you letter. Your English teacher will clarify which method to use in class, and will ask you to turn in your thank-you for checking, with a stamped, addressed envelope. A copy of the thank-you should be included in your portfolio. Here are some guidelines to follow:

1. Start your thank-you with Dear _____ ,
2. **Be sure to include mention of what you are thanking your mentor for.** A statement beginning with, "I want to thank you for all of the hours you spent helping me carve my walking stick," or "I want to thank you for allowing me into your classroom to observe and help the children develop their reading skills." Express your thanks simply and directly.
3. **Next, include a line or two to say specifically what you appreciate about your mentor:** a specific quality, feature, or action would be appropriate. "You were always there when I needed you, and you always seemed happy to see me when I arrived for our sessions," or "Your skill on the guitar was an inspiration to me throughout each of my lessons," or "You had such great patience with me, even when I made really big mistakes." Just be sure that you are honest in your comments.
4. **Finally, you should end the note with a general statement** such as, "You have really made a difference in my life, and for that I am truly grateful," or "My Senior Project would not have turned out so well without your help," or "You have really opened my eyes to how helpful an adult can be," or "I hope that you will continue to mentor young people, because you have so much to offer."
5. **Some further thoughts:**
 - ◆ Be sure to **close the note** with a word or phrase such as "Sincerely," or "With gratitude," and then **sign your name!**
 - ◆ **Whatever you do, never belittle your mentor's help in any way!**
 - ◆ **Make sure your mentor's last impression of you is a good one.**