Mentor Information Handout

Note to student: Your teacher will likely give you this as a handout. This is for your reference.

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #\_\_\_\_\_\_\_\_**

**Teacher phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you so much for choosing to be a mentor for this Carson High School senior. By accepting this role, you will need to be willing to do a few things:

* You will need to be over the age of 21.
* You cannot be related to the student.
* You will need to verify your expertise in the area this student is studying.
* You will need to monitor the student’s effort and be willing to complete the following documents as the project progresses.
	+ Mentor Information Sheet (part of the proposal)
	+ Mentor Contact Sheet
	+ Mentor Evaluation Sheet
	+ Time Log Verification form
* You will need to meet with the student a minimum of four times:
	+ Once to sign off on the initial paperwork
	+ Twice as the student works on the project to provide feedback
	+ Once at the end to sign off on the final paperwork
* You will need to verify that the student completed the hours he/she claims to have done.
* You will need to verify that the student legitimately did the work him/herself.

*We have included copies of all of the documents you will eventually need to complete in this packet. These forms are for your information only; the student will provide the documents to you at the appropriate times.*