

Mentorship



Description:

A career exploration opportunity for students that occurs through planned on-the-job visitations in a student selected career field. Students will be matched on an individual basis with an adult, professional mentor working in the career interest area. An individual plan, developed by the student and mentor/supervisor, helps structure and guide the experience. Students are encouraged to work with professionals in which they have a personal connection. Students should be mindful of making connections with those they are placed in order to grow their understanding of the career field of interest.

Requirements:

Students are encouraged to explore areas of possible career interests and receive a placement within business or industry. Students earning 40 hours will earn .5 credits and the mentorship will be recorded on a student's transcript. The hours can be accumulated in multiple job placements. The experience may occur during the school day and/or outside of the school day. The job shadow can occur over summer and/or over multiple terms. The experience is unpaid. Students may also experience mentorship without earning a total of 40 hours but will not earn credit. Students can earn up to 80 hours and 1 credit for mentorship- unless otherwise arranged.

How to get placed in a mentorship:

The best placements are with someone whom the student already knows. If you have a connection with someone that you will be working with let Mrs. Farley know the name, place of business, and contact information. Please understand that medical placements are not easily gained unless the student has a personal contact or is willing to enter the hospital volunteer programs.

If you require help in getting a placement Mrs. Farley will reach out to local businesses to find a quality mentor. When she has found someone she will reach out to you. Your job is to initiate contact with the employer, communicate the desired goals of the experience, and arrange a schedule. Many employers may request to interview or meet with you prior to agreeing to a placement. Please let me know if you would like a practice interview. It is difficult to get placements.

When you have arranged the logistics of your placement you will need to communicate the details to Mrs. Farley and your school counselor. Be mindful of any schedule changes you may need to request.

Mentors must complete a district volunteer form. See page 3.

Mentorship



Student responsibilities:



Record of Hours

Document your hours and a short description of your learning experience. Share the electronic document you are recording hours on with Mrs. Farley.

Template for the document:

Date	Time/#of Hours	Description of learning
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Final Project



When you've completed your hours, create a digital presentation of your reflections from your experience. Within your presentation answer the following questions:

- *What experiences did you have while in your mentorship placement?*
- *What about the work did you enjoy and not enjoy the work?*
- *What have you learned about yourself through this experience?*
- *How has this influenced your future path and goals?*

Thank you card

Give a thank you card to the individuals in the organization that supported your mentorship experience.

NEVER MISS A CHANCE TO SAY, "THANK YOU,"

Final Presentation and Meeting

Schedule a Meeting to present your final project with Mrs. Farley. You are welcome to invite your counselor, employer, and/or family. The presentation will be about 15 minutes. You can schedule a meeting with Mrs. Farley via email. When the meeting is complete and you've successfully completed all the work required the mentorship will be recorded on your transcripts. If you are not planning on getting the 40 hours and earning credit the final presentation is not required.

Contact Information

Mrs. Amie Farley
farleyam@elmbrookschoools.org 262.781.3030 x1111
Director of College, Career, and Life

How to Volunteer as a Mentor?

The School District of Elmbrook welcomes family and community volunteers to support our students and staff throughout the year. Volunteer opportunities exist in school classrooms and libraries, as well as through participation in school and district committees, focus groups, athletic or performing arts events, and several parent organizations. Volunteers provide supervision on field trips, plan school community events, offer fundraising and donation support, and actively engage in classrooms to support student learning. Each year, Elmbrook families and community members contribute thousands of hours of service and raise hundreds of thousands of dollars in support of our students, programs, and schools. Thank you!

To ensure the safety of our students, all volunteers who may have unsupervised contact with students will be required to have an approved criminal background check prior to volunteering. Background checks are required for any volunteer (including parents) who meets any of the following criteria:

- the volunteer will have unsupervised contact with students
- the volunteer has a regular or ongoing assignment at the school;
- the volunteer will be off campus with students in an unsupervised situation, including chaperoning field trips;
- the volunteer is a mentor to a student or students;
- the volunteer is a coach or club advisor; OR
- the volunteer is unknown to the school or department staff.

[Please read the full policy for more details.](#)

If you are new to our District or are in need of renewing your Volunteer Application, please follow the steps below:

All 3 steps are required.

Confidentiality and student safety are paramount within Elmbrook School District for staff and volunteers. As a volunteer in Elmbrook Schools, you are requested to be aware of and agree to the required expectations and responsibilities on confidentiality and safety, which are consistent with those for all district employees.

Step 1:

[Please click on this form](#), read the Practice Statement 4530, fill in the fields and submit.

Mentorship



Step 2:

Fill out a [Raptor Volunteer Application Form here.](#)

Step 3:

[Complete the BIB Background Check here.](#)

All Volunteer Applications will be kept in a confidential manner in the District Human Resources office. Volunteers that are approved will need to re-submit an Application Form every two years.

THANK YOU!

Healthcare related volunteer opportunities:

Aurora Healthcare

Here is the web address with more information

<https://www.aurorahealthcare.org/patients-visitors/volunteer>

Application:

<https://www.volgistics.com/ex/portal.dll/ap?ap=645172490>

Medical College of Wisconsin

Shadow experience at MCW

<http://shadow.fmlh-education.com/>

Wheaton

<https://www.mywheaton.org/careers/job-shadow-program/>

Other Medical Programs to Consider:

- Summer Enrichment through MCW- please note these have application deadlines

<https://www.mcw.edu/education/academic-and-student-services/office-of-student-inclusion-and-academic-enrichment/summer-enrichment-programs>

- Biomedical Engineering- MCW Supremes- application deadline

<https://mcw.marquette.edu/biomedical-engineering/supremes.php>