

## MENTOR CONTRACT

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Mentor Name:

Organization:

Internship Field:

The Career Internship Program strives to develop awareness and positive exploratory attitudes related to a specific career; help students clarify their career goals through practical hands-on work experience and increase students' understanding of the knowledge, responsibilities and skills that are required to succeed in a given career.

### RESPONSIBILITIES

#### **Student Intern**

- Arrange schedule with community mentor
- Complete pre-internship assignments
- Adhere to mentor COVID-19 policy
- Provide own transportation
- Keep all information in strict confidence
- Comply with student code of conduct
- Maintain a professional appearance and manner
- Maintain a responsible and consistent schedule
- Complete required hours (Minimum of 40 hours)
- Ensure hours are no more than 8 hrs/day and do not exceed 6 days/week
- NYS accredited course due by first day of school:
  - Written log and timesheet of activities
  - SCANS Skills Sheet
  - Mentor Thank You Note
  - Summary Portfolio Page
- Credit is based on completion of hours and required coursework.

#### **Community Mentor**

- Jointly establish goals and objectives of the internship
- Act as a mentor to the intern by sharing expertise
- Provide a safe working environment.
- Ensure intern provides their own transportation and cannot be transported on or off site with mentor.
- Define areas of confidentiality with the intern
- Determine a mutually agreeable work schedule. Ensure intern is not working more than 8 hrs/day and does not exceed 6 days/week
- Complete a brief evaluation of the intern
- Contact Internship Department immediately with any intern issues

#### **Career Internship Department**

- Coordinate search for specific career setting
- Monitor and share in internship experience
- Address and resolve any intern issues
- Award credit after satisfactory completion
- Provide letter documenting internship for college and/or job applications

### **INSURANCE**

Students participating in the Career Internship Program will be covered by the District's Blue Cross & Blue Shield School Accident Policy for accidental injury suffered while at the internship site and traveling to and from the internship site. The school accident policy provides coverage after exhaustion of all other coverage afforded the student under any other policy of medical insurance.

I agree to the terms of the contract as stated above.

- This contract can be used ongoing
- This contract is for this year only

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date