

GRADUATION PROJECT MENTOR

"You're never too old to look up to someone."

Dear Mentor,

Graduation Project is a graduation requirement of the Seneca Valley High School. The Graduation Project is a student-chosen area of study that is developed through three components: Project, Portfolio, and Presentation. You have been asked to mentor a high school senior in the Project phase of this process. To better understand your role as mentor, the following are **minimum** requirements for the project. Each student project must:

- Express a clear and definable purpose
- Represent a learning stretch or challenge to the student
- Produce a product and/or clear record of verification, partially provided by you, the mentor
- Utilize a mentor (Mentors must be at least 21 years of age and should not be a relative of the student.)
- Represent a minimum of twenty hours OUTSIDE of school hours
- Start and finish in the designated time frame

The student must master time management and task analysis skills in order to meet the various due dates of different phases of this process. The project phase is completed over a period of several months where students will be working on the project itself, logging progress in a journal, and meeting with you for advice and guidance.

Sometime in late April the student will ask you to verify and comment on the development, execution, and completion of his/her project by completing a **Project Verification Form**. This form is attached so that you may be prepared to accurately comment at the end of the project.

MENTOR GUIDELINES

- Meet with the student **at least three times** preferably at the initial, developing, and concluding stages of the project.
- Complete a “**Project Verification Form**”
- After reading the student’s project logs and timecards, **provide a comment with your signature on the timecards at each of the three meetings**
- Offer advice, guidance, and expertise but allow the responsibility of the project to remain with student
- Allow the student to solve problems as they may arise
- Encourage during rough spots; praise each success
- Ask to look through the Student Manual if a student appears unsure or unclear about requirements, due dates, etc.
- Please keep this copy of the mentor guidelines to remind you of your responsibilities.
- Email the Graduation Project Coordinators with any questions you may have (see Graduation Project website).
- Please keep this copy of the mentor guidelines to remind you of your role in this process.

Thank you for helping an SV student!

Seneca Valley Graduation Project
Mentoring Commitment Form

Hand written responses are preferred for all questions on this form. Signature and date must be written, not electronically produced. Student is responsible for uploading a digital copy of the completed form.

(Please print clearly)

Student's Name:

Mentor's Name:

Mentor's Address:

Email Address:

Phone:

Profession/Relationship to Student:

I will mentor the student by: (please check appropriate items)

- _____ Giving the student specific information related to his/her project
- _____ Helping the student define his/her project's focus
- _____ Helping the student attempt and accomplish a reasonable learning "stretch."
- _____ Verifying that the project has been completed and meets and/or exceeds quality and time requirements.
- _____ Confirming the number of hours the student has invested in this project.
- _____ Other (please explain)

My understanding of this student's project is:

Comments/Concerns:

I have read and understand the mentor guidelines provided for me by the student.
Yes No

I have read and understand the draft of the student's Project Proposal.

Yes No

Though I have expertise within the student's project area, am willing to mentor him/her, and will exert every reasonable precaution to see that injury is avoided, I will assume no financial or moral obligation for any accident that may occur to the student through his/her participation in this activity.

I realize that a minimum of three meetings with the student is required during this process.

Mentor Signature:

Date: _____