



Senior Project Mentor/ Mentee Agreement

Over many years, the senior project has helped many students prepare for their future career endeavors thanks to the mentors, like you, who have worked so diligently through the ten to fifteen-hour commitment.

The following is an outline of the specified duties each party possesses in entering this agreement:

The Student _____ will fulfill the following requirements at the senior project mentor site.

1. Student will be on time and ready to fulfill responsibilities.
2. Student will meet all deadlines as outlined by school and mentor.
3. Student will be respectful and cooperative with mentor and other employees.
4. Student will be productive and ask questions.
5. Student will prepare paperwork to be signed by mentor, parents, and teachers.

The Mentor _____ is asked to fulfill the following requirements at the project mentor site.

1. The mentor will guide, direct, and supervise the student within boundaries of the particular project.
2. Verify the time the student spends working on the project at the chosen site by providing a signature.
3. Evaluate the performance of the student.
4. Provide a letter of recommendation for the student based on the quality of work demonstrated and the attitude and interest exhibited by the student on site.

**in cases where company policy prohibits the writing of recommendation letters a Character reference will suffice. Any questions on this contact the sr. project Coordinator.*

Both parties please sign below

Community Mentor's signature

I _____ title _____

of _____ Company or organization agree to mentor this student and will fulfill the requirements as outlined in this agreement. Dated _____

Student's signature

I _____ Student of Coeur d'Alene High School agree to

fulfill responsibilities as above outlined at _____ this community location without fail. I also promise to conduct myself in a professional manner while a guest at this site.

Parent's signature _____