Senior Project Mentor Agreement Copy

Since 2001, the senior project has helped many students prepare for their future career endeavors thanks to mentors, like you, who have worked so diligently to help our seniors succeed with real work experience.

The following is an outline of the specified duties for each party entering into this agreement:

The Student____________________________________________________ will fulfill the following requirements at his/her Senior Project mentor site:

1. Student will arrange an appropriate meeting time around the mentor’s available schedule.
2. Student will be on time and ready to fulfill responsibilities.
3. Student will meet all deadlines as outlined by school and mentor.
4. Student will be respectful and cooperative with mentor and other employees.
5. Student will be productive and ask questions.
6. Student will prepare paperwork to be signed by mentor, parents, and teachers.
7. Student will dress appropriately for the day’s assignment as instructed by the mentor.

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. If at any time, you feel a student is not appropriately fulfilling their responsibilities, please contact and discuss the issue with me at greed@cdaschools.org or 769-0769, ext 4555.
3. The mentor will verify the time the student spends working on the project at the chosen site by providing a signature on project log.

All 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.

Mentor signature ______________________________________________ Dated ________________________

Student’s signature
I, ____________________________________________________________ student of Lake City High School agree to fulfill responsibilities as above outlined at ________________________________ this community location. I also promise to conduct myself in a professional manner while a guest at this site.

Student Signature _____________________________________________ Dated ________________________

Guardian Name: ________________________ Guardian Signature: ________________________________