

**Santa Susana High School**  
**Senior Project Mentor Commitment Form**

A Senior Project Mentor must have expertise in the field that the senior has chosen in order to provide information and guidance throughout the Project. S/he must be at least 25 years old and *may not be related to the senior*. The mentor should give advice when the senior requires it, but should *not do the project for him/her*.

Each senior *must* have a mentor who will:

- Supervise and guide the senior throughout their Senior Project.
- Help the senior focus on the Project and help him/her determine what steps need to be taken and in what sequence.
- Assist the senior establish a realistic timeline.
- Check the senior's progress at least once a month and verify the senior's work and time spent by signing and dating the Project Log. The Log, your signature and the date you sign will be part of the senior's final score. ***If you have not seen the log during the student's fieldwork or the senior does not bring the log to you until the end of the Project, do not sign the log.***
- Help push the senior's limits to go beyond previous knowledge, experience or skill level.
- Provide information to the student – especially as the project relates to a “real world” situation.
- Give support and encouragement to the senior.
- Write a letter of recommendation for the senior regarding the quality of work on the Project and the value of the Project as it relates to the senior, *but not until you personally see the project log, or can guarantee that the project is complete or very near completion.*
- If the student does not deserve a letter of recommendation, please write a letter of regret.
- Fill out the Verification Form regarding the work completed by the senior (this is different than the letter of recommendation.)

If you have questions please contact:

Mr. John Beck , Senior Project Coordinator (520-6800 X1305) or  
Mrs. Pamela Carter, Principal (520-6800)

Please keep this portion of the form and return the bottom to the senior so s/he can submit it with the Proposal for Approval form.

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**MENTOR COMMITMENT FORM**

I understand what is expected of me as a Senior Project Mentor. I verify that I am not related to the senior.

I agree to be the mentor for: \_\_\_\_\_

The Senior Project Topic is: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Signature \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to be contacted \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_