

# Mentor Guidelines

It is because of the efforts of our community volunteers that Santa Susana High School seniors achieve success throughout the Senior Project experience. Below is a list of mentor guidelines that explain your role in assisting the student throughout his/her project.

## Guidelines

- Assist in formulating student's project proposal and fieldwork action plan
- Help student get started and deciding steps to take throughout project
- Help student identify learning goals for project
- Suggest sources that the student can seek out for research
- Offer advice when student encounters obstacles or challenges throughout project
- Meet with student regularly to monitor progress throughout project
- Help student to rehearse his/her presentation and offer construction criticism
- Always offer student encouragement and support throughout project
- Be prepared to make a commitment to the student for the entire project
- Look over and approve the senior's portfolio prior to the final turn-in date

## NOTE:

\*Please complete the Mentor Commitment Form regarding the student's project and return it to the student.

\*\*In the final stages of the project, you will need to complete the **Mentor Verification Form** and write a **Letter of Recommendation** (or a letter of regret if the senior has not followed through) and return it to the student as he/she will need to submit it with their portfolio.

*We recommend that you visit the senior project link on our school website, [www.santasusana.org](http://www.santasusana.org) to find out about senior project and what it involves for our seniors. The mentor information is located in the Fieldwork section as your major responsibility is overseeing the senior's progress in this area.*

Thank you for helping our seniors!