

Pitt County Schools
1717 West Fifth Street
Greenville, NC 27834
252-830-4200

Dear Mentor:

Welcome to the Graduation Project! You are about to embark on a rewarding journey. Thank you for volunteering your time, energy, and expertise to supervise the physical phase of the student's Graduation Project. During this real-life, hands-on part of the Graduation Project learning experience, the senior may build, create, perform, teach, experience, volunteer, or otherwise demonstrate learning gained in the research component. This physical project must demonstrate development and extension of prior knowledge and learning through a "learning stretch" for the student. Although the "learning stretch" can be emotional, intellectual, physical or reflective, the physical project must have substance and *must present a challenge* to the student. If you feel no challenge will be created, please advise the student and/or English teacher of that.

STUDENT RESPONSIBILITIES/PROJECT REQUIREMENTS

- The senior must spend a minimum of fifteen hours total working on the project under your direct supervision *outside* of the school day. He must DO something, not simply observe someone else doing something.
- The project should span most of the senior year or semester the student takes English IV rather than being completed all at one time.
- The senior must make efforts to contact you, keep appointments, or call in advance when there are conflicts with scheduling. He is expected to be responsible and adult in his dealings with you. He should dress appropriately.
- The senior is required to keep a running log of the hours spent on the project which you will need to sign and a journal chronicling the progression of the project which is totally his own responsibility.
- Visual documentation of the phases of the physical project in the form of pictures with the dates, video, or other visual documentation are required. If possible, the visual element should show the progress of the project. Certainly, it should involve several different dates at different levels of experience.
- The senior must cite complete bibliographical information of any sources used in making a video, including lyrics, music, etc. not original to the student. [He will have from his English class the necessary information to do this himself.]

MENTOR RESPONSIBILITIES AND DUTIES

- Sign the Mentor Agreement indicating that you have read this information and that you agree to provide advice, assistance, and availability of time to the senior *outside of school hours*.
- Sign the Mentor Time Log after each session verifying the time the senior has spent on the project. It is the senior's responsibility to have the log and ask you to sign it.
- Complete a one-page Verification of Mentorship, which is a document which verifies your first-hand observation and supervision of the required fifteen hours the student spent working on the project. This assessment will assist the English teachers in evaluation the student's progress and completion of the project. Again, getting the form to you in a timely manner is the senior's responsibility. This form will be needed before the project component is due and its deadline is firm. Please complete this in a timely fashion. The student should give you an envelope to seal it in and sign across the seal.
- Be available by telephone and/or e-mail if the English teacher needs to contact you to get clarification of the student's journey.

We appreciate your firm commitment to assist, supervise, and mentor this senior for this year-long project. Should you have a problem you need to discuss with the English teacher, please feel free to call. Please realize that the student must have at least 15 hours working on something. If occupational licenses or confidentiality agreements, etc. prevent a student from doing this work, please do not agree to be the student's mentor. If you call the school, 756-3440, I will make every effort to get back with you in a timely fashion.

English Teacher: _____ [student fills out]

Pitt County Schools
D. H. Conley High School Senior Project 756-3440
N. Foster – Graduation Project Coordinator – cvfoster2000@yahoo.com
Agreement 1

Mentor

MENTOR AGREEMENT

Student fills out [Please print]:

Name of Student: _____

Project Topic: _____

Mentor fills out [Please print]:

Name of Mentor/Supervisor: _____

Title: _____

Place of Work: _____

Address: _____

Daytime Phone: _____ E-Mail: _____

Evening Phone: _____

I understand the role of the Mentor/Supervisor for Pitt County School's Graduation Project, and I am qualified and willing to work with the student named above outside of school hours during the majority of his senior year or semester for a minimum of 15 hours. I will be available by telephone and/or e-mail should the English teacher need to contact me. If I have a problem or question during the project, I will contact the English teacher named on the other side of this form or the Graduation Project Coordinator [Nancy Foster, cvfoster2000@yahoo.com or at school at 756-3440].

Mentor's signature

Date