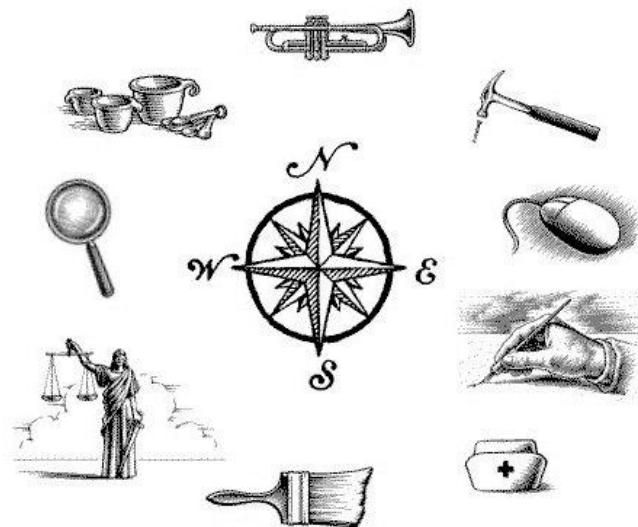


SENIOR SEMINAR MENTOR HANDBOOK



**TAPPAN ZEE HIGH SCHOOL
15 DUTCH HILL ROAD
ORANGEBURG, NEW YORK 10962
(845) 680-1600**

THANK YOU FOR SUPPORTING THE TAPPAN ZEE HIGH SCHOOL SENIOR SEMINAR PROGRAM

Mr. Rudy Arietta, Principal
Ms. Melissa Luciano, Assistant Principal
Mr. Richard Neidhart, Assistant Principal
Ms. Sarah McMane, Faculty Advisor
Mr. Greg Laskow, Faculty Advisor
Ms. Laura Sorrese Lefkow, Faculty Advisor
Mr. Scott Silver, Faculty Advisor



Student's Name: _____

Student's Phone #: _____

Faculty Advisor: _____

Faculty Advisor's E-mail: _____

WHAT IS SENIOR SEMINAR?

Our belief is that many high school students can prepare themselves better for life, for careers, and for their own continuing education by working on supervised projects of an educationally relevant nature.

In the Senior Seminar, students engage community resources for career exploration and investigation, as well as to explore issues on topics of interest. The success of this program requires the active involvement and support of community members who are willing to be on-site mentors.

Work-based learning yields benefits that classroom based education alone cannot provide. As a mentor, you will be an integral part of this effort.

**"IT TAKES A WHOLE
VILLAGE TO RAISE A CHILD."**

—AFRICAN PROVERB

PROGRAM GOALS:

Whether students move on to further education, work, or the armed services, they should all leave high school with the know-how they need to make their way in the world.

It is our hope that the Senior Seminar students will link classroom learning with the community by developing skills to succeed in any endeavor. Some of the skills that we believe can be enhanced by this experience are:

- Self-assessment
- Enhanced communication ability
- Cooperative learning
- Hands-on learning
- Independence and initiative
- Time management
- Goal setting
- Teamwork
- Conflict resolution
- Organizational skills
- Interpersonal skills
- Problem solving
- Integrity
- Commitment
- Pride in a job well done

TAPPAN ZEE HIGH SCHOOL SENIOR SEMINAR SAMPLE ON-SITE EVALUATION FORM

This form will be sent to you as a Google Doc on completion of the internship.

Student's Name: _____ Date: _____

Mentor's Name: _____

Organization Name: _____

Mentor's Phone # _____

Please circle the number that best describes the performance of the student:

A = exemplary

B = above average

C = adequate

D = met minimal requirements

F = did not meet requirements

- | | |
|--|-----------------------|
| 1. Were you satisfied with the student's participation during his/her time with you? | A B C D F |
| 2. Did the student follow rules, exhibit proper etiquette, and notify you when s/he could not attend? | A B C D F |
| 3. Did the student listen to your instructions, meet deadlines, and complete work in a timely fashion? | A B C D F |
| 4. Did the student show initiative, enthusiasm, and a strong work ethic? | A B C D F |
| 5. Did the student show noticeable growth/progress during his/her time working with you? | A B C D F |

Personal Comments: _____

Would you wish to be a mentor again? _____

Signature: _____ Date: _____

WHAT ARE THE REWARDS?

One of the primary goals of the Senior Seminar Program is to help students bridge the gap from school to the adult world. Mentors are critical to this transition.

The rewards a mentor can look forward to include:

- Developing a meaningful personal relationship that is not usually possible in the traditional work or classroom setting
- Experiencing the satisfaction of helping a student mature intellectually and socially as s/he learns to deal with real-life situations
- Acquiring new insights about job skills
- Sharing your personal and professional expertise
- Working in partnership with the school to define occupational success
- Serving the community
- Helping to shape the future work force

MENTOR RESPONSIBILITIES:

Typically, your responsibilities as a mentor will include:

- Being a role model for students
- Providing meaningful tasks that will increase the student's knowledge of the subject (this does not mean the elimination of menial tasks if they are necessary and relevant to the project)
- Informing the student about available resources, seminars, agencies, and contacts (if applicable)
- Evaluating the student's progress by completing a brief progress report which will be emailed to you
- Maintaining contact with the student's faculty advisor if a problem arises
- Signing off on the student's time log to verify his/her work with you
- Completing a brief evaluation form on the student's work which will be emailed to you

STUDENT RESPONSIBILITIES:

In order to receive full credit for Senior Seminar, (½ credit for social studies, ½ credit for English) students must:

- Attend weekly meetings with their faculty advisor
- Keep a legible, literate journal about their experiences
- Create an annotated bibliography about the career or topic explored
- Write a research paper including fundamental knowledge about the career or topic explored
- Present their project experiences (including accomplishments, problems, perceptions, and intellectual growth) at the end of May
- Commit 120 hours to their project over the course of one semester. This includes **a minimum of 80 hours on the project or at the internship site.** (The rest of the time may be comprised of class meetings, journal writing, research, and preparation for the final presentation.)

WHAT IS THE ROLE OF A MENTOR?

A mentor is an adult who has experience in the field of study in which the student is interested. Often a student's interest involves career considerations, but Senior Seminar is not limited to career exploration only. A student may develop a project around his/her hobby, favorite sport, artistic ability, scientific aptitude or creative talent. The student and mentor share this common interest, whatever it may be.

As a mentor, you will be asked to share your experiences, your expertise, and your wealth of knowledge with a Tappan Zee High School Senior Seminar intern. How you do that and when you do that will vary according to the arrangement you make with the student and his/her faculty advisor.

In order to receive academic credit for the Senior Seminar, a student must participate for a total of 120 hours; this includes **a minimum of 80 hours on the project or at the internship site.** (The rest of the time may be comprised of class meetings, journal writing, research, and preparation for the final presentation.) Internship schedules are flexible and adjusted to meet the mentor's availability.

Midway through the internship, mentors will be asked to complete a brief Google form to be reviewed by the student's faculty advisor. At the end of the internship, mentors will be asked to complete a final evaluation of the student and sign a time sheet verifying the hours they have spent working with their student interns. (A sample form is included in this booklet.)

Students are covered by school insurance for the duration of the internship. ***Students cannot be paid for their internship work.***