Bonners Ferry High School Senior Project

**Mentor/Mentee Agreement (pg 1 of 4)**

**Thank you** for volunteering your time to serve as a Senior Project mentor! We appreciate the time and effort that you will spend with this senior as he/she works toward completion of this graduation requirement.

Students will select their own projects, (given certain parameters), and it is their responsibility to explain their learning objectives and answer any questions that you may have regarding these Senior Project documents. **The student must complete a minimum of 8 hours shadowing you in your field of expertise.** And, since time will be spent after the student’s regular school hours, verification of the student’s efforts is necessary.

**The student should bring Senior Project documents with him/her to review thoroughly with you before any part of the job shadow begins. We ask that you sign the Mentor/Mentee Agreement before the student begins the job shadow, and then complete the Mentor Verification Form and sign the completed Project Hours Log Sheet at the completion of the 8 hour job shadow.**

The following is an outline of the specified duties for each party entering into this agreement: Please fill in the spaces below with the printed student/mentor names and signatures.

**The Student (print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will fulfill the following requirements for the Senior Project Job Shadow.

* The student will provide the Job Shadow documents and review them thoroughly with the mentor before beginning the 8 hours of job shadow.
* The student will be on time and dressed appropriately to fulfill responsibilities.
* The student will meet all deadlines as outlined by school and mentor.
* The student will be respectful and cooperative with mentor and other employees.
* The student will be productive, ask questions, and document all days, .

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Mentor (print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is asked to fulfill the following requirements for agreed upon job shadow.

* The mentor will have a minimum of 5 years’ experience in his/her field of expertise and is not an immediate family member of the BFHS student completing the job shadow.
* The mentor will guide, direct, and supervise the student within boundaries of the particular project.
* The mentor will verify the time the student spends working on the project at the chosen site by providing a signature.
* The mentor will evaluate the performance of the student.
* The mentor will complete the mentor verification form for the student.

**Mentor Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_