



To Whom It May Concern:

Thank you for considering serving as a mentor to a student from Westlake High School. The student who has approached you is enrolled in the Mentorship course. The class is offered to high achieving juniors and seniors in an effort to provide an in-depth, hands-on study of a career of their choice. This is your opportunity to share your wisdom, guidance, and advice to a student who is eager to learn.

The student is looking for a mentor that will allow him/her to intern 2 hours every week beginning the week of January 21st, 2019. Placement visitations conclude April 19th, 2019 and total twelve weeks over the course of the spring semester.

This arrangement is to be a non-paid internship. Students engage in class activities involving career exploration every Tuesday and use the remaining days in the week to work with their mentors to obtain on-the-job experience. Students dress professionally and provide their own transportation to and from their placements. In the past, students have shadowed aerospace engineers, architects, animators, professors, accountants, surgeons, physical therapists, commercial photographers, and advertising executives, among many others. Our goal is to provide experiences that lead students to develop knowledge of a career and form opinions and goals about their interest in pursuing the field in college and beyond.

Important: A DPS criminal background check by the Eanes School District is required before a mentor can work with a student. The student will provide you with this form should you agree to mentor the student. If you are unwilling to complete this form, simply decline the mentorship. Criminal background checks are district policy and in place to protect our students. These are done at no cost to you.

We receive many questions regarding what it is students can do with their mentors and questions geared toward the specific requirements of a mentor. We have tried to outline those generally on the following page to give you a better understanding of our program.

Student and Mentor Example Activities (Career Dependent):

- *Medical field:* Observe procedures and patient visits, review charts, help build molds
- *Education:* Assist teachers during lessons, create bulletin boards, work independently with students
- *Planning and Hospitality:* Help plan events, visit event sites and activities, contact customers
- *Interior Design:* Match fabrics to paint samples, help construct functional spaces, read blueprints
- *Law:* Attend a trial, read appropriate court documents, attend meetings, work on cases
- *Engineering:* Site visits, research, apply science and mathematical principals in various projects

Mentor Requirements:

1. A mentor should be able to **meet with the student at the beginning of the semester** to set expectations and to arrange for regularly scheduled meetings. We call this meeting a "Norms Meeting."
2. **Spend two hours a week with your student** (over the course of the semester) guiding, teaching, discussing and/or critiquing the student's learning and progress.
3. **Have a back-up plan for your student should you be out of the office.** Professionals certainly travel and have obligations outside of the office. Simply arrange for your student to work with a trusted individual during this period so that the student doesn't lose valuable learning time in the semester.
4. **Include the student** in professional seminars and other related professional activities if the mentor is willing and if it is possible and appropriate. You don't have to be the only source of information for your student. Tell your student about professional journals they might read on their own, guest speaker opportunities, etc.
5. **Help the student to develop interim goals** for learning and potential future career options.
6. **Sign the student's weekly electronic log sheet** certifying its accuracy to the best of your knowledge.
7. **Ensure that patients, clients or customers with whom the student has contact with understand that he or she is a student and not an employee or a professional.** Additionally, ensure that the student has written permission from any patient or client before he or she takes any photograph or uses any personal information they may be gathering for their final class project.
8. **Protect the student** so that he or she is not exposed to potentially dangerous machinery, hazardous chemicals, blood or other bodily fluids or any other situation or environment that would be deemed unsafe and/or dangerous.
9. **Attend, if at all possible, the Mentor Appreciation Event and final portfolio and project presentation** of the student you mentored at semester's end.
10. **Accept correspondence from me**, Ashley Baker, as the teacher-facilitator of the Mentorship program. The mentor should also be willing to contact me should he/she have questions or concerns over the course of the semester.
11. **Challenge the student.** This program is for highly motivated, independent learners who seek a challenge above and beyond the regular classroom.

Thank you for considering Mentorship and the opportunity to help a student explore a sincere career interest. Should you have any further questions, concerns, or need clarification please feel free to contact me.

Sincerely,



Ashley Baker
Mentorship Teacher
Westlake High School
512.732.9280 Ext. 34302
abaker@eanesisd.net