

Syllabus – Spring 2019



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Mentorship Website:

Course Requirements:

<http://whsabaker.weebly.com/mentorship.html>

- Secure a MENTOR by January 8, 2019.
 - Mentor may not be a relative or at your current place of employment.
 - The Mentorship drop date is Friday January 18, 2019 for those without mentors.
- START work with CLEARED mentors the week of 1/21 – 1/25.
- Document a minimum of five hours per week toward the completion of MENTORSHIP work:

1 hour in class on Tuesday's with me	2 hours with your mentor at your placement	2 hours toward the completion of Mentorship assignments, research, portfolio work, etc.
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- Provide documentation of hours through weekly signed and dated log sheets.
 - If you do not meet the hourly requirement each week, you will NOT receive credit for the course; miss FIVE classes and receive a "No Credit" on your transcript.
- Attend one FULL "Day on the Job" with your mentor at your placement.
 - "No School" Days this semester: 1/21, 2/18, 3/18-3/22, 4/19.
- Provide your own transportation to and from your placement.
- Complete all assignments according to their detailed description; turn them in on time.
 - All assignments must be submitted electronically to turnitin.com.
- Be present and engaged on MENTORSHIP class days – Tuesday's, every week.
- Attend the REQUIRED Mentor Appreciation Event regardless of your mentor's availability.
- Portfolio, Product, and Presentation: this is the final exam and will take place at the end of the semester, but you should be keeping and accumulating class assignments over the course of the semester to fulfill the portfolio requirements.
 - We will use your electronic portfolio for second semester again.
- Check your designated email often and respond in a timely manner.
- Excellent self-management and communication.

Course Materials:

- iPad or other electronic device
- App for annotation of log sheets
- Organizational device or system to keep track of assignments, other general materials

Grading Practices and Policies:

Major Grades – 60%	Essays, reviews, interviews, portfolio items, etc.
Daily Grades – 40%	Forms, log sheets, etc.
Final Exam – NO exam exemptions	All MENTORSHIP students are required to do a Final Presentation

Overview and Expectations of MENTORSHIP Students:

- Mentor Approval:
 - All mentors are required by the district to complete a Criminal History Form. Any mentor deemed inappropriate will NOT be allowed to mentor a WHS student.
- Scheduling Hours with your Mentor:
 - You may set a particular day and time that will stand all semester or set appointments weekly. There will likely be times when you meet with your mentor outside of the school day. Be flexible, but never meet “after hours.”
 - Always keep appointments; if unable to attend a meeting with your mentor, communicate such as soon as possible.
 - Do NOT skip your Mentorship – I will find out.
 - If your mentor is unavailable to meet during a particular week, work to secure another observation of a colleague or professional in the industry. If this is not an option, “My mentor wasn’t available” still is not a viable excuse. Come see me and we will work to get you the hours.
- Placement Behavior:
 - Keep in mind that you are part of the real world while working with you mentor. Offices have expectations of their employees and you are to follow those expectations. Be on your best behavior. Stay positive and enthusiastic. Express your motivation to learn. Always, always dress the part. You are an extension of Eanes ISD and are expected to act accordingly.
- Completing Mentorship Assignments:
 - During the two hours spent completing assignments, it is expected that you will perform tasks assigned by the mentors, complete relative class career assignments, independently research your career field or an element you have learned in the placement, conduct interviews, work on your portfolio, construct a product, and write and polish your speech for your final presentation. It is a mistake to think of Mentorship as an “off” period.
- Technology in the Classroom:
 - The use of technology is highly encouraged, but please remember that technology in the classroom is a privilege and that privilege can be revoked. Use it appropriately and be mindful of your use while I am delivering information, we have presenters and/or students are speaking.
- Plagiarism:
 - Work is to be completed on an individual basis unless noted otherwise. You will complete certain assignments in groups, but be sure those are the only assignments in which you complete the same work. That doesn’t mean you can’t collaborate in terms of ideas for individual assignments; that means you’re expected to complete and submit your own work if an assignment is deemed an “individual” task. Plagiarism will be taken very seriously.
 - We will use turnitin.com. Make sure you have an account created.
- Develop/Strengthen Interpersonal Skills:
 - Interpersonal skills are necessary to succeed in college and career life. Work to continue developing these skills and recognize weaknesses in particular areas and use those weaknesses as an opportunity to improve.
- Communication and Checking Email:
 - Because we only have class one day a week, email and continuous communication is a must – CHECK YOUR EMAIL OFTEN. I will send weekly emails with assignment reminders and other important information.
 - While I have an open door policy, I am often out of the office as a result of placement visitations, field trips, etc. If you need to meet with me, email me to set up an appointment. I check email every day and will check it in the evenings, but typically not after 8:00pm.

Attendance: physical attendance on your designated weekly class day is required.