

Mentor Norms Meeting – **NEW Mentors**

Due: Friday, 2/1/19 to turnitin.com or you may print it out and submit a hard copy

Complete the FIRST PAGE ONLY prior to the norms meeting; complete the remainder of the packet with your mentor present:

What is your goal in working with your mentor this semester? Be specific.

What do you want to learn from your mentor? Be specific.

What are some things you would like to see/do with your mentor? (*Ex: observe a surgery, sit in on an important meeting, edit images, learn a specific program used to document information, etc.*)

Complete as much of the following as you can prior to your norms meeting, but be sure to fill in the rest with your mentor at your meeting:

I am taking the Mentorship class during _____ class period and have availability in my weekly schedule to work with my mentor...

Before School – specify time:

Midmorning – specify time:

Midday – specify time:

Midafternoon – specify time:

After School – specify time:

Weekends – specify time:

In the event that an emergency or unforeseen circumstance arises and my potential mentor is unable to meet with me, the alternate individual(s) I can meet with on a temporary basis is/are:

(Name of "alternate" temporary mentor or mentors)

My mentor has availability to meet with me every week during the following days – times may vary, but please include them if at all possible in the box below:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Available Meeting Times:

My mentor understands that I must meet with him/her weekly in order to complete assignments that depend on my experience at my placement...

- Yes
- No

It has been clearly communicated to my mentor that I, the student, may not miss another class on my schedule to meet with my mentor. Additionally, I must complete one full "Day on the Job" at some point during the course of the semester.

- Yes
- No

Are there any additional training requirements to work with this mentor (HIPPA, on-site training, etc.)?

- Yes
- No

List any necessary training requirements:

In what ways should the mentor be contacted in case of an emergency or issues with a scheduled meeting, etc.? (This would be a great time to exchange phone numbers, email, etc.)

List possibilities in regard to what the student and mentor can/will do together this semester (please try to be as specific as possible – this will help the student when creating his/her final presentation and product)? Review the student’s goals/additional information on page 1.

Mentor Signature

Student Signature