

**Independent Study Mentorship**

**Syllabus 2017-2018**

Ashley Baker

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[*https://whsabaker.weebly.com*](https://whsabaker.weebly.com)

**Office: 288-F (in the library)**

**Office Hours by Appointment**

**Google Classroom CLASS CODE: 1by893**

*“Tell me and I forget. Teach me and I may remember. Involve me and I learn.”*

*-Benjamin Franklin*

**Course Overview:**

* Mentorship is a career exploration experience developed for high achieving juniors and seniors who work in non-paid internship. The course is a 1.1 multiplier. Students engage in meaningful workplace conversations, attend meetings, conduct research, interview professionals, perform work tasks, write papers, and create a variety of products. Mentorship curriculum includes elements of employment professionalism, time management, effective oral and written communication, interpersonal skills, interviewing, and goal setting to help prepare students for success in future college and career life.

**Course Requirements:**

* Secure a MENTOR and have forms submitted by Friday, August 25th, 2017.
  + Mentor may not be a relative or at your current place of employment
  + Mentor must be cleared by the district through the required forms – this is done after the 25th
  + Mentorship drop date is Friday September 8th, 2017
    - See your counselor for a schedule change if no mentor by this date
* Document a minimum of FIVE hours per week toward the completion of MENTORSHIP work:

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| **ONE hour** in class on Tuesday’s with Mrs. Baker | **TWO hours** with your mentor at your placement | **TWO hours** completing research and other assignments |

* Provide documentation of your hours through weekly signed and dated log sheets
  + You will receive a **“No Credit”** on your transcript if…
    - you don’t obtain the required weekly hours
    - you miss FIVE classes
* Attend one FULL “Day on the Job” with your mentor at your placement
* 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
* Attend the REQUIRED *Mentor Appreciation Event* regardless of your mentor’s availability
* The final exam is REQUIRED. It encompasses the presentation of your portfolio and final product. Save all class assignments over the course of the semester to fulfill the portfolio requirements.
* Check your designated email often and respond to emails in a timely manner – much of the class information is communicated through email.

**Course Grading Policy:**

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| Major Grades – 60% | Essays, surveys, interviews, etc. |
| Daily Grades – 40% | Forms, log sheets, various daily class assignments, etc. |
| Final Exam – NO exam exemptions | All MENTORSHIP students are required to do a final presentation. |

* Late Work:
  + Late work will not be accepted unless the student seeking additional time on an assignment has had a conversation with me regarding the need for the additional time. This conversation must occur prior to the due date for the assignment.

**Course Materials:**

* iPad or other electronic device with *Notability* or *Adobe Reader* for log sheet completion

**Attendance:**

Class is held every Tuesday and physical attendance is required – it becomes part of your grade. You must attend all class days. YOU are responsible for consulting with me when an absence on a class day occurs. Do not email me regarding what you may have missed; come by my office.

* Do NOT meet with your mentor during your MENTORSHIP class period on Tuesday’s.
  + You are not permitted to meet with you mentor during another scheduled class.
  + If your mentor requests your presence at an extra meeting, a surgery observation, a seminar, a trade show, etc., that would cause you to miss a class (including MENTORSHIP), you must have my permission prior to attending.
* “Day on the Job”:
  + You are required to spend one full “Day on the Job” with your mentor per semester; you will receive an excused absence for these absences. You will not be granted an excused absence if you schedule your “Day on the Job” on a major testing day or without the proper approval – see below.
    - You MUST obtain and submit (to me) the appropriate absence form from my website to give to all of your classroom teachers (similar to how you obtain approval for a college visit) in order to guarantee your excused absence. A parent signature is also required.
  + If you are concerned about missing classes, consider scheduling your “Day on the Job” during a non-school day (weekends, student holidays).
    - Student holidays this year: 10/9/17, 2/19/18, Spring Break, and 3/30/18.
  + If you are unable to attend a full “Day on the Job,” there is an alternative assignment detailed in the assignment calendar packet.
* Absences/Tardies: we will adhere to all school policies for absences and tardies. Refer to the WHS Student Handbook for additional details.

**Expectations of MENTORSHIP Students:**

* Excellent self-management and communication skills
* Scheduling hours with your mentor:
  + Set a particular day/time that will stand all semester or set appointments weekly. There will likely be instances when you meet with your mentor outside of the school day. Be flexible, but never meet “after hours.”
  + If your mentor is unavailable to meet, work to secure another observation of a colleague or professional in the industry. If this is not an option, “my mentor wasn’t available” is still not an excuse. Come see me and we will work to get you the hours.
* Placement behavior:
  + Keep in mind that you are part of the “professional world” while working with your 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 dress and act accordingly. Be on your best behavior.
* Plagiarism:
  + Work is to be completed on an individual basis unless noted otherwise. Plagiarism will be taken very seriously. See the WHS honor code for additional details.
* 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.
    - I have an open-door policy, but I am often out of the office as a result of placement visitations, meetings, etc., and/or teaching another class. Please email me to set up an appointment if you would like to meet – I do not check email after 9:00pm.
    - When you feel stressed, overwhelmed, and/or find yourself behind, please know that I am here to help you succeed – it just takes a simple conversation – please come see me.
* Non-class/placement days:
  + When not at your placement, students are expected to be on campus. During fire drills, we will meet near the stairs just outside of the stadium.

*Please complete and return THIS PAGE and keep the syllabus for your records.*

**Mentorship Student and Parent/Guardian Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that enrollment in MENTORSHIP is a significant commitment. As a participant, I will meet all of the obligations and complete – in a timely manner – all of the requirements of this course. Additionally, I understand that there is a course policy for late work and will adhere to this policy as stated in the syllabus. I will be dedicated and committed to becoming a self-motivated, independent learner. I will conduct myself in an appropriate, confidential, and professional manner as a student and as a representative of Westlake High School. I will uphold all school and district policies and regulations of the Eanes Independent School District. If I do not complete the weekly placement requirements, I acknowledge that I will receive a “NO Credit” on my transcript in place of a grade for the Mentorship course. Additionally, I understand that I will be serving in a position at a placement that is to be considered a non-paid internship.

I further agree to learn and uphold the skills, standards and dress requirements prescribed by my mentor’s place of business for the employees. Should I fail to perform appropriately, I understand that I may lose the privilege to continue working with my mentor and this may result in a loss of credit for the course. I agree that I will execute my assignments at the mentor’s place of business in a manner agreed upon by my mentor and Mrs. Baker, the Mentorship teacher.

As a parent/guardian, I realize that my child will be traveling to and from his/her placement, away from WHS, and that my son/daughter will provide his/her own transportation. I will not hold the school or district responsible for automobile accidents or misfortunes related to my child’s independent work in Mentorship.

**Student Parent/Guardian**

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