

Obtaining a Mentor

Obtaining a Mentor

- Contact your teachers, local businesses, community/city officials, colleges, politicians, retirees, or professionals in your area of interest.
- Call to ask for the full name(s) and title(s) of the appropriate person/people.
- Contact the prospective mentor by phone or in person
- Introduce yourself and describe the mentor role in the Senior Project
- Provide the prospective mentor with the Mentor Guidelines document so they understand their responsibilities (see Website, Fieldwork section)
- Ask mentor to complete Mentor Commitment Form and give it to you to turn in to you're the senior project coordinator along with your approval contract

Introducing Yourself to a Prospective Mentor

Once you have a prospective mentor who is not a teacher on campus, contact him/her following these steps:

- 1) Say: "Hi Mr./Ms.-----, my name is -----, and I am a senior at Santa Susana High School. Are you familiar with the Senior Project there?"
- 2) **If he/she answers yes, say:** "I am doing my Senior Project on ----- and planning to do ----- for my fieldwork. I need a mentor who has experience and knowledge in this field to guide me through my project. A mentor has three primary responsibilities: to sign a contract agreeing to be my mentor, to verify my completion of at least twentyhours of fieldwork, and to monitor my progress throughout that fieldwork. Would you consider taking on the role of my mentor for my Senior Project?
If he/she answers no, say: The Senior Project involves researching a topic of our choice and completing three main components related to that topic: a research paper, fieldwork related to the topic, and a presentation, including a professional portfolio, to a panel of judges. My Senior Project is on ----- and I am ready to start my fieldwork. I need a mentor who has experience and knowledge in this field to guide me through my project. A mentor has three primary responsibilities: to sign a contract agreeing to be my mentor, to verify my completion of at least twenty hours of fieldwork, and to monitor my progress throughout that fieldwork. Would you consider taking on the role of my mentor for my Senior Project?"
- 3) **If he/she agrees to be your mentor,** make arrangements to meet and to complete the necessary paperwork and work out the details of your fieldwork action plan.
If he/she does not agree to be your mentor, contact someone that he/she recommends or look for a new prospect.
- 4) At the end of the conversation say: "Thank you for your time and have a nice day."

****At your first meeting:** dress professionally, be respectful, and bring all the necessary paperwork.

Working with Your Mentor

- Contact your mentor **regularly**--note best times to contact him/her
- Keep your mentor updated on fieldwork progression and your project
- Communicate by phone, email, or in person
- Use your mentor as a *guide* as you carry out the responsibilities of your project
- Express your gratitude to your mentor sincerely and often
- Be prompt when meeting with your mentor
- Cancel plans with your mentor with plenty of advanced notice