



## A Letter to Internship Mentors

Dear Partner,

Thank you for taking time out of your busy schedule to participate in our Internship program. My name is Stephanie Adams Taylor, Director of Strategic Partnerships for the Dayton Regional STEM School and your contact for all things Internship. Students and staff have been preparing for this experience for the past few months, and we are very excited!

Because we want our students to be prepared for their future careers and education, Internship is an important piece of their STEM experience, along with the annual College and Career Fair and the required Job Shadowing. You are helping this student become future ready and making a difference in their life.

At the conclusion of your time with your mentee, we ask that you please take a moment to complete the provided evaluation form to assess the student's participation throughout the internship experience. Your feedback is of great value to your mentee. Students will receive completion points for returning this form. If you have any additional comments that you would like to send directly to the STEM School staff, please email [stephanie.adamstaylor@daytonstemschool.org](mailto:stephanie.adamstaylor@daytonstemschool.org).

As a valued partner of the Dayton Regional STEM School, we hope that you consider connecting with us again in the future! You will be added to the Partner email list to receive regular updates on student successes, as well as partnership opportunities and events. If you have thoughts on how your organization can collaborate with the STEM School in exciting and innovative ways, we would love to chat!

Again, thank you so much for making this a meaningful experience for our students. As our motto states, "the real world starts here."

Sincerely,

Stephanie Adams Taylor  
Director of Strategic Partnerships  
The Dayton Regional STEM School  
[stephanie.adamstaylor@daytonstemschool.org](mailto:stephanie.adamstaylor@daytonstemschool.org)

## MENTOR EVALUATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Mentor Name \_\_\_\_\_ Host Organization \_\_\_\_\_

### MY STUDENT WAS

**Professional** – Student uses eye contact, speaks with confidence, refers to the mentor by name, acts politely, and dresses appropriately throughout the day.

1 - Strongly Disagree	2	3	4	5 – Strongly Agree

**Engaging** – Student uses their time meaningfully, asks questions about the career field and/or organization, and professionally engages with the mentor throughout the day.

1 - Strongly Disagree	2	3	4	5 – Strongly Agree

**Hard-working** – Student actively works to complete their assigned tasks or project, follows directions, and completed their 72-hour requirement.

1 – Strongly Disagree	2	3	4	5 - Strongly Agree

### ADDITIONAL COMMENTS

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Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_