

MENTOR HANDBOOK

SENIOR INTERNSHIPS

**HOLYOKE CATHOLIC
HIGH SCHOOL**

**134 Springfield Street
Chicopee, MA 01013**

Mentor Handbook

PURPOSE: The purpose of the Senior Internship is to provide our seniors with a different yet focused learning experience in the broader community. It is an opportunity to experience the adult world of work either through the exploration of a profession, a vocation or a social justice program.

TIME FRAME: Students will begin their exploration of possible internship sites over the summer before their senior year. A series of meetings during the first semester will prepare them to approach possible mentors. The other deadlines are listed below:

| Date | Required item/event | Person responsible |
|----------------------|---|--|
| October | Senior meeting – overview of initial procedures; assignment of moderators | Administration |
| November | Follow up meeting to encourage and answer questions | Administration |
| December/January | Moderators schedule meetings with seniors to check on progress | Teacher Moderators and students |
| March 14 | Deadline for commitment to internship – final paperwork | Students, Mentors and Teacher Moderators |
| April | Presentation by Human Resources person on workplace decorum/issues | Administration |
| May 14-25 | Seminar experience (5 hours per day for 10 school days) | Students and Mentors |
| May 29 | Deadline for submission of student paper | Students |
| May 30-31 and June 1 | Presentation by seniors to Faculty Panel | Students |

EXPECTATIONS OF SITE MENTOR:

- Students will be supervised
- Students will NOT be paid for the seminar experience
- Students will work 5 hours per day for 10 consecutive school days
- Students will be given a full range of meaningful tasks related to the respective profession, vocation or agency
- Mentors will inform and hold students to workplace rules of attendance, dress and conduct
- Mentors will provide the student and the school with a job description of tasks expected during the internship
- Mentors will allow a teacher to visit the site once during the 2 weeks – NOT ALL SITES WILL BE VISITED
- Mentors will complete an evaluation form at the end of the internship

CONTACT INFORMATION:

Please call the following people for if you have any questions or problems:

Major problems with seminar experience: Principal – Mrs. Theresa Kitchell
413 331-2480 - tkitchell@gaels.org

Questions about paperwork: Academic Dean – Mrs. Mary McDowell
413 331-2480 – mmcdowell@gaels.org

Reporting of tardiness or absence: Dean of Students – Mrs. Maryann
Linnehan
413 331-2480 – mlinnahean@gaels.org

**MENTOR EVALUATION SHEET – SENIOR INTERNSHIP
HOLYOKE CATHOLIC HIGH SCHOOL**

Name of student_____

Name of company/agency_____

Please answer the following questions to help us get a clear picture of this experience.

1. Did you get appropriate and timely information from the school?
2. Was the student on time and appropriately dressed during the internship?
3. What did the student do during the internship with your company/agency?
4. Was this a positive experience for you and your company/agency?
5. Do you have any suggestions for improving this program?

Mentor signature