

# **MENTOR HANDBOOK**

## **SENIOR SEMINAR EXPERIENCE**

**HOLYOKE CATHOLIC  
HIGH SCHOOL**

134 Springfield Street  
Chicopee, MA 01013

**PURPOSE:** The purpose of the Senior Seminar experience 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 seminar sites over the summer before their senior year. A series of meetings during the first semester will prepare them to approach possible seminar mentors. The other deadlines are listed below:

Date	Required item/event	Person responsible
Summer	Explore possibilities	Student
November	Senior meeting – overview of initial procedures; assignment of moderators	Administration
December/January	Moderators schedule meetings with seniors to check on progress	Teacher Moderators and students
March 19	Deadline for commitment to seminar – final paperwork	Students, Mentors and Teacher Moderators
April	Presentation by Human Resources person on workplace decorum/issues	Administration
May 10-21	Seminar experience (5 hours per day for 10 school days)	Students and Mentors
May 24	Deadline for submission of student paper	Students
May 25-27	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 seminar
- 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 seminar

**CONTACT INFORMATION:**

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

Major problems with seminar experience: Principal – Dr. Michael Griffin  
413 331-2480 x1271 – [mgriffin@gaels.org](mailto:mgriffin@gaels.org)

Questions about paperwork: Academic Dean – Theresa Kitchell  
413 331-2480 x1126 – [tkitchell@gaels.org](mailto:tkitchell@gaels.org)

Reporting of tardiness or absence: Dean of Students – Maryann Linnehan  
413 331-2480 x1125 – [mllinnehan@gaels.org](mailto:mllinnehan@gaels.org)

**MENTOR EVALUATION SHEET – SENIOR SEMINAR EXPERIENCE  
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 seminar?
3. What did the student do during the seminar time 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?

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Mentor signature