

Cushing Intern Program

Mentor Agreement and Contact Forms

Mentor Responsibilities

The mentor agrees to the following:

1. Help the student explore a career interest in your professional area by allowing him/her to work with you, with your instruction and supervision.
2. Provide the student with a wide range of activities that allow the student to observe and participate in the actual work associated with the profession. If possible, allow the student to observe other professionals in your area.
3. Develop a mutual understanding with the student about his/her responsibilities, assignments and role as an intern.
4. Meet with the student on a regular basis to discuss his/her performance, answer questions, make suggestions and assign additional responsibilities.
5. Recommend books, journals, related resources and other professional contact people in your field.
6. Discuss work schedule, appropriate dress and the need for confidentiality with the student.
7. Prior notification to the Career Advisor of any off-site activities that may take the student from the work site. Students must get prior written parental/guardian approval to leave the internship site.
8. Always ensure the safety of the student. This is all forms of safety. Practice sound judgement with a 2:1 adult to student ratio at all times, if possible.
9. Call the student's Career Specialist if there is an issue with an assigned student.
10. Report any accidents or injuries that may occur to the Career Advisor and to parents.
11. Personal gifts are discouraged.

Printed Name of Mentor:

Signature of Mentor: _____

Date: _____