

IMPORTANT TIPS AND PROCEDURES

THINGS YOU SHOULD KNOW BUT WERE AFRAID TO ASK

JUST PRIOR TO SENIOR OPTIONS:

Mentors and Mentees should meet to:

- Schedule REGULAR times to meet with your mentor, share journal entries and hand in time logs.
 - Discuss expectations regarding the Senior Options **journal requirements**. It is a significant evaluation tool. Determine a format that is most appropriate. You may, if you wish, use the **questions for journal entries** provided on the website.
 - Review the **essential questions**, goals, expectations. Review planned schedule.
 - Confirm placement and plans with sponsors. Contact sponsor to confirm all details.
 - Review the project and time frames with sponsor.
- NEVER ASSUME THAT WHAT YOU PLANNED A MONTH EARLIER IS STILL OK.

DURING SENIOR OPTIONS: Remember you are our ambassadors to the outside world. Represent yourself and your school well.

Students may not: (POTENTIAL GROUNDS FOR FAILURE)

- Work for pay or compensation, even for transportation.
- Work at a place of present employment.
- Be supervised by or work with a family member.
- Have conflicts of interest

Legal Absences:

- Memorial Day: 5/26/08
- Senior Transition Day: 6/2/08
- Prom days: June 5/6, 2008
- College Orientations:
 - Students who can provide documented evidence that they must attend a college orientation during Senior Options because there are no other possible dates will have those precise days and those days only treated as an excused absence.

HOWEVER, for any absence, such as a sick day, the most important consideration is your responsibility to your sponsor. Give enough notice and arrange for alternatives.

On the job:

Remember, you chose this because you liked it. Find creative ways to expand your horizons. Work closely with your sponsor and mentor to give you ideas. Initiate. Ask....Boredom is the result if you don't. Make sure you get what you were promised. Make the most of every opportunity given. Remember, 30 hours is the minimum. Use your **Habits of Mind**.

REMEMBER: MENTORS WILL BE CALLING AND E-MAILING YOUR SPONSORS. THEY MAY ALSO VISIT YOU ON SITE. THESE VISITS MAY BE UNANNOUNCED.

In your journal:

- Think of the journal as a personal archive. Everyone's journal will be different. Do not try to compare quality or quantity. Remember, when you are done with it, you become an alum and it becomes a record of your last six weeks as a senior here. Record. React. Opine. Make insights. Reflect about your observations and actions. Report. Discuss. Draw. Read stuff and react to it here.
- Use the tips and questions in the journal section of this website.
- The journal verifies what you have done. It is the mentor's chief tool to evaluate and help you assess your progress. They will try to help you draw out what you are thinking and feeling on paper for you to reflect on now and in the future.
- DAILY ENTRIES are a requirement. They should also provide a basis to have a conversation with your mentor at your weekly meetings. See below.

At your Mentor meetings:

- The minimum is weekly. The optimum is about the length of a class period. Alternative means are ok too. Face to face meetings can be electronic via e-mail or IM, or video conference, if necessary.
- Try to have your mentor read your journal entries for that week before you meet so you can actually discuss things and not watch them read it.
- Mentors can, at these meetings, help you solve problems you face either with tasks or your sponsor. They are your partner in this adventure. Get their help. If you need them to call your sponsor because you are not getting their full promised cooperation...ask them to call.
- What matters is the quality of the conversation. Are you teaching your mentor what you've learned and they don't know? How cool is that? Are you having intelligent, adult conversations about something that you are becoming expert in? How cool is that? Does the time go by so quickly that you don't know where it went? How cool is that?
- If those things are not happening, you must ask yourself why. Your mentor will help you, but you must ask, "Why don't I have anything interesting to say?" If you don't have anything interesting, check your journal. Is it interesting, or is it merely a list of: today I did....
- Maybe you don't read enough. Your mentor will either suggest or require reading to help you.
- See the website for [Journal requirements](#), [questions for Journal entries](#), and [sample Journal excerpts](#).
- Mentors will also be doing bureaucratic duties.
 - They will be checking for quality and daily journal entries.
 - They will be checking and collecting your signed weekly time logs.
 - BOTH are requirements for Passing. They may have to send home progress reports too. Do you really want that?
- Finally, use the last meetings to have our mentor help you with your presentation or, at the very least, check it for you. See the website for [Presentation procedures](#), [tips](#), and [feedback](#).

Problems:

If you, with the help of your mentor still can't solve a problem, you and your mentor should ask the Case Manager assigned to your mentor for help. If the problem still isn't solved, ask Mr. Greene, the Senior Options Coordinator. If he can't help you solve the problem...boy do we have problems.

Remember, your mentor is your ally. You chose that person. We hope you chose well.