

MENTORSHIP

A MENTORSHIP is a formal relationship between a student and a worksite role model who provides support and encouragement to the student. Mentorships may be academic, tutorial, or guidance based. Through this relationship, a student can learn specific information about the rules and expectations of the workplace and develop useful work related and social skills. A mentorship reinforces the student's academic program at school. This kind of learning experience can vary in length of duration and frequency of contact.

DURING THE MENTORSHIP, the student is focusing on potential career goals. Students are selected to participate in this experience through an approved school program. The student may receive academic credit for their participation. This work-based learning activity requires a good deal of planning and supervision, however, businesses that have sponsored a mentoring relationship take great pride in the results!

THE STUDENT WILL...

Meet performance and attendance criteria set by the school.

Complete assignments and participate in career awareness studies.

Confirm mentorship times, location, etc.

Obtain parental and teacher permission.

Arrange transportation.

Complete an evaluation and other documentation.

Dress in appropriate attire.

Arrive/depart as scheduled.

Display polite and courteous behavior.

Liability Exposure: Exposure to liability at the work site should be viewed in the same way you would for visitors who spend time in your facility.

HELPFUL HINTS

- ▶ Design and plan the Mentorship with the school coordinator to insure that standards and course requirements are being met.
- ▶ Gather company brochures, product sheets and any other information you may wish to distribute to the student.
- ▶ Arrange for student work space and parking, if applicable.
- ▶ Review the list of possible student questions.

*Ready to Learn Ready to Work is a partnership with Salem-Keizer Public Schools, Salem Area and Keizer Chambers of Commerce and E3. v2009
workforce@salemchamber.org*

THE EMPLOYER WILL...

Serve as host and identify the particular worksite mentor.

Conduct a formal interview and accept a telephone call from the student to confirm the mentorship.

Explain their department/job and how it relates to the organization as a whole.

Discuss education and training needed to perform within their occupation.

Provide complete training as needed.

Answer student questions.

Complete an evaluation of the experience.

POSSIBLE QUESTIONS

The following are some sample questions you may wish to ask the student when building a relationship as a mentor.

- ▶ What school activities do you participate in? Which do you enjoy the most?
- ▶ Tell me about some accomplishments you feel good about.
- ▶ How would you describe your personality?
- ▶ Tell me something unique about yourself.
- ▶ What are your favorite / least favorite classes?
- ▶ What skills have you acquired in school that would be useful on the job?
- ▶ What jobs have you held? Why did you leave?
- ▶ What are your future plans after high school? College?
- ▶ How do you think this experience might help you with those plans?

