



Mentorship Handbook

These documents will help you:

- 1) Find a mentor
- 2) Get mentorship approval
- 3) Turn in approval forms to Mrs. Morris, ALP Director
- 4) Keep a timesheet
- 5) Turn in completed forms at the end of the mentorship

The Arts and Letters Pathway (ALP) mentorship is designed to be a viable alternative to doing a formal internship. Our goal is to help students gain first hand knowledge of professions that could be pursued after high school or college that are related to the student's chosen strand. The mentorship allows students to learn from a variety of mentors for smaller periods of time.

Mentorships within the ALP must be aligned with the student's strand and require prior approval from the strand teacher, the mentor(s), and the student's parents.

With guidance from the strand teacher (in the form of conversation), students will find mentors to observe, learn from, and possibly work alongside. Mentorships cannot be completed at Albemarle High School or with a student's strand teacher, One mentorship must be a minimum of 15 hours and a total of 72 hours must be completed by the first week of the senior year. Students are encouraged to spread their experiences throughout the year, so as not to try to find mentors and complete their hours at the last minute.

Any mentorship experience that is not pre-approved by the strand teacher and the student's parents will not be accepted.

Desired Outcomes

- A better understanding of the education, experience, and preparation required to enter the career
- Understanding of work behaviors and professionalism
- Knowledge of the work environment
- Awareness of potential career paths
- Develop job site problem solving skills

How to Complete a Mentorship:

- 1) Decide what you want from this experience. Talk about it with your strand teacher.
- 2) Find a mentor to work with that will help you with that experience.
- 3) Give mentor the Mentor letter and Goals of a Mentorship information.
- 4) Fill out the Mentorship agreement and get all necessary signatures, in order of how they are written.
- 5) Complete at least 15 hours in the mentorship.
- 6) Complete Time Sheet and get Mentor's signature.
- 7) Turn in Time Sheet and Student Exit Slip in to ALP Director, Jennifer Morris.



Dear Mentor,

The Albemarle High School Arts and Letters Program (ALP) is designed to give our arts students the knowledge and skills necessary to succeed in college and in their adult careers and/or passions. As part of their junior year requirement, students may choose to pursue a mentorship that lies with the realm of the student's chosen strand.

As a mentor, your interaction with an ALP student is instrumental in their completion of the program. We hope that both you and the student will find these experiences rewarding. Our students are motivated and eager learners. Our students demonstrate a passion for the arts and their dedication to the ALP program. They are ready and willing to take on challenges.

The attached information will provide you with suggestions to help the student get the most out of the mentorship and help them to gain knowledge of the job that you do. Should you have any questions or concerns, please feel free to contact me.

Thank you for providing our students with this valuable experience!

Sincerely,

Jennifer L Morris
Director, Arts and Letters Pathway
jmorris@k12albemarle.org
(434) 975-9300 x60622

GOALS OF A MENTORSHIP

The goal of the mentorship program is to provide students with as many interactive experiences as possible. Specific activities will vary from career to career, this is a list of general suggestions which may serve as a guide for the kinds of experiences to which the ALP hopes students will be exposed.

- Discuss career preparation, including possible college paths
- Perform simple job related tasks where feasible and appropriate
- Exposure to other related jobs at the work site
- Activities to as many activities at the work site as possible
- Suggestions for professional publications and journals
- Discussion of the mentor's own personal career path/story
- Offer advice, support, and encouragement
- Allow students to experience the work skills necessary for the job, both with your guidance and unassisted (when mentor feels the student is ready)
- Allow student to make mistakes and learn from them
- Help student choose materials for a portfolio



Mentorship Agreement

Student: Please fill out this Mentorship Agreement form, then turn into your strand teacher for approval.

Student Name: _____

Name of Mentor: _____

Mentor address: _____

Mentor phone#: _____

Mentor e-mail: _____

Description of business: _____

I, _____, have elected to complete a mentorship with the above mentor. I agree to abide by the regulations and policies set forth by the mentor. I understand that I am to complete a minimum of 15 hours with this mentor.

I, _____, the parent or legal guardian of _____, agree to lend support to my son or daughter in this mentorship experience. I accept responsibility for transportation to and from the mentoring site.

I, _____, the mentor, agree to provide this mentor experience.

I, _____, the strand teacher approve this mentor experience.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Mentor signature: _____ Date: _____

Strand teacher: _____ Date: _____



Mentorship Time Sheet

Student Name: _____

Date(s) of Mentorship: _____

Name of Mentor: _____

Job title: _____ **Phone:** _____

Email: _____

Date:	Begin:	End:	Total Hours:

TOTAL: _____

Mentor comments:

Mentor signature: _____ **Date:** _____

Mentorship Exit Slip
(to be completed after mentorship experience and returned
with time sheet)

What did you learn from this experience?

Would you change anything about this mentorship experience, either about yourself or the experience itself?

Would you recommend this particular mentorship experience to another student? Why or why not?