



Waiakea High School

Public Services Academy

Capstone / Senior Project

MENTOR INFORMATIONAL PACKET

Items Included in Packet:

1. Employer/Mentor Information
2. Internship/Project Implementation Plan
 - To be completed upon securing the internship position (August/September)
3. Workplace Skills Evaluation
 - To be completed at the **end** of the internship (February)

Note: Please complete the JOB DESCRIPTION on the Internship/Project Implementation Plan and **return to student intern**, who will submit to school site coordinator.

CONTACT INFORMATION OF SITE COORDINATOR:

Mr. Joel Wagner-Wright, M.Ed.

Phone: (808) 974-4888, Ext. 309

Email: joel_wagner-wright@notes.k12.hi.us



Waiākea High School Senior Project

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PUBLIC SERVICES ACADEMY EMPLOYER / MENTOR INFORMATION

The Four P's:

As a Community Mentor you are primarily concerned with the Project component, but we would like you to be aware of all the components of the Senior Project—the four P's:

1. Paper – career –based thesis research of 3-5 pages.
2. Project – Job shadowing/mentorship, Service learning, or Performance-based or Problem-based product that provides a challenging learning experience of at least 40 hours and which is completed under the supervision of a mentor.
3. Portfolio – documents the student's learning, personal journey, processes, and personal insights. Includes pictures of project/worksite.
4. Presentation – 10 – 12 minute oral presentation to at least 3 judges, which includes a detailed explanation of entire project and question/answer time.

What is an internship? (For the employer/mentor)

An internship is a non-paid, structured work experience that offers unique opportunities for students to observe and/or work alongside the professionals in their work setting, while developing job skills. Most internships are 2-3 days a week from November – March. Specific dates, times, and assignments vary for each facility. An internship must be served for a minimum of 40 hours.

What is a project? (For the project mentor)

Unlike an internship, a project is an independent product that showcases an area of interest as well as individual strengths and talents. The student must create a physical product, which demonstrates a "learning stretch." This is a project which requires a depth of knowledge and learning not initially possessed by the senior at the outset of the project. This project must also demonstrate the mastery of a skill. Furthermore, the student must record a minimum of 40 hours' work on the project as well as tracked contact time with a guiding mentor. The project must be approved in advance by the teacher and the mentor. Students will work on the project 2-3 days a week from November – February.

What are my responsibilities as an employer/mentor or as a project mentor?

Below are some *suggested* responsibilities. You are more than welcome to use your professional judgment in providing the student with an authentic experience in your career.

1. Meet with the student and discuss the possibilities for "hands on" experience in your area.
2. Set up a schedule with the student that will be beneficial for you as well as the student.
3. Provide practical advice and guidance to assist your student throughout the intern phase and help prepare them for college and career expectations in your field.
4. Allow the student to career shadow you as much as is legally possible.
5. Provide professional input into the student's career research topic.
6. Confirm the number of hours that the student has spent working on the project by weekly initialing the Weekly Timesheet that the student will provide.
7. Evaluate your student's attributes using the Workplace Skills Evaluation.

How will students get to the internship site? Students are responsible to provide their own transportation to and from the internship site.



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Workplace Skills Evaluation

Student: _____ Student Phone #: _____

Workplace: _____ Employer/Mentor Name: _____

Employer/Mentor Signature _____ Evaluation Period: _____ to _____

Evaluation Scale – Please use the following scale when evaluating each workplace skill.

- Excellent – Demonstrated competency in this area 90-100% of the time.
- Average - Demonstrated competency in this area 80-89% of the time
- Below - Demonstrated competency in this area below 70% of the time

Student:	Excellent	Average	Below	Comments
Practices polite, courteous behavior				
Accepts direction and correction with a sense of humor				
Shows willingness to learn				
Shows true interest in the internship/work				
Demonstrates active engaged listening				
Practices responsibility and reliability				
Demonstrates ethical decision making and behavior				
Demonstrates independent and team problem solving skills				
Asks for advice and questions when necessary				
Demonstrates good time management				
Practices self reliance and does not expect the mentor to provide all direction				
Pays attention to detail				
Corrects obvious 'mistakes' without being told				
Respects mentor's expertise and leadership				

*****To be completed at the END of the internship*****



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Public Services Academy Internship/Project Implementation Plan

A. The student will work towards developing the following competencies on the job.

The student will--

1. Report to work punctually. (If the student is unable to attend due to illness or other reasons, the student must call his/her supervisor and teacher immediately).
2. Use time wisely.
3. Demonstrate honesty and integrity.
4. Demonstrate interest and enthusiasm.
5. Demonstrate responsible behavior.
6. Cooperate with others.
7. Respond to feedback constructively.
8. Use/maintain material and equipment appropriately.
9. Follow company policies and procedures.
10. Maintain an appropriate personal appearance.

B. The student will be evaluated by his/her supervisor/mentor.

C. The school-site coordinator(s) will use the evaluations results to give the student credit.

D. The school-site coordinator(s) will notify parents/guardians of the student's Workplace Skills Evaluation.

E. The student is to learn when on the job site or when working on the project. Specifically:

1. The student is expected to demonstrate the following General Learner Outcomes:
 - a. Self-Directed Learner (responsible for own learning)
 - b. Community Contributor (essential for human beings to work together)
 - c. Complex Thinker (demonstrate critical thinking and problem solving)
 - d. Quality Producer (recognize and produce quality performances/products)
 - e. Effective Communicator (communicate effectively)
 - f. Effective and Ethical User of Technology (use a variety of technologies)

2. The student will be evaluated by : Mentor/Employer and School-Site Coordinator

3. Method(s) of Evaluation may be one or more of the following:

Observation	Attendance	Assignments	Performance
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4. Evaluation will be reported to: School-Site Coordinator, Mr. Joel Wagner-Wright, M.Ed.

5. Job Description and other expectations related to this work-based learning experience will be given by respective internship mentors.

Intern Name: _____ Mentor Name: _____ Internship Location: _____

JOB DESCRIPTION: _____

