

Julia R. Masterman Laboratory & Demonstration School

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Senior Project Coordinator:

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SENIOR PROJECT MENTOR LETTER 2019-2020

****Please see important edits below. The senior prom occurs on Thursday, May 21. It is up to the student and mentor to determine whether taking time off on the following day would be appropriate. We kindly ask that mentors excuse their students from attending on Friday, May 29th, for their senior class trip. We apologize for these scheduling conflicts, and have reduced the number of required hours from the usual 60 down to 50. Please note that, if necessary, students may log hours ahead of the internship start date that they have spent at orientations, meetings, conducting interviews, et cetera. ****

Thank you for your interest in mentoring one of our senior students during the time designated for Senior Projects at Masterman High School. We would like to share intended purposes and other important project information. Students will participate in projects near the end of senior year, after completing the course requirements and receiving college acceptances. Our goal is to provide our seniors with a "beyond the classroom" educational experience where they can apply their talents and knowledge in real-life settings. Successful completion of the project is a graduation requirement of the School District of Philadelphia.

Length of Project – Monday, May 18th through [EDIT: Thursday, May 28, 2020].

The students will be excused from classes during this time in order to participate in senior project activities. Students are required to arrange a schedule with you in advance. Please be sure to review all plans and confirm when signing the proposal sheet.

Hour Requirements - Students must commit a **total of at least [EDIT: 50 hours]** during the project from May 18th to [EDIT: May 28th]. [EDIT: If necessary to meet the time requirements, students may log hours ahead of time such as orientation hours, meetings, or their interview.] In addition to generally shadowing one or more of the professionals at your organization, you can create “projects” or learning goals for your intern at your discretion. We would like to expose students to all aspects of your workplace culture, including your organization’s code of ethics and values. **Students, with the approval of their mentors, are required to submit a “proposal” the week of March 9th which outlines their learning objectives. An extra 5 points (out of 100) will be given if turned on or before February 13th.** At the very latest, March 9th is the date by which they should confirm their relationship with their host site.

Supervision - Students’ success and learning will depend on the adequate and appropriate guidance, expertise, and supervision that you can provide. Mentors are required to sign completed proposals before submission. The proposal includes a timeline and summary detailing the project objectives and daily activities. Please be sure to review all proposal information before agreeing to the contents and timeline of the project.

Evaluation - You will be asked to complete a brief evaluation of the student’s performance at the end of the experience. **Please provide the completed and signed evaluation to the student by 12PM ON FRIDAY, MAY 29th.** The evaluation is a key component in determining the student’s success, and is needed to calculate the grade for the project.

Each student will present a summary of the project at its conclusion. You are welcome to attend your mentee’s presentation, or serve as part of a panel to evaluate other seniors, June 1st - 5th from 8:30-12:46. Specific presentation times will be announced in May. We hope that both you and the student have a rewarding experience. If you have any questions or concerns about the program or the student, or would

like to serve on the presentation evaluation team, please feel free to contact Cody Swan at the number/email address above.

Sincerely,

Jessica Brown,
Principal

Cody Swan
Senior Project Coordinator