

PORTLAND WALDORF
SCHOOL



Dear Internship Mentor,

Thank you for offering to be a mentor for our student. The Internship Program is designed to give students work experience that they can apply to college and/or future jobs. It is also an opportunity for students to work closely with good, adult role models in the community. Mentors have eagerly requested Interns because they want to share their expertise with a young person and have work for them to do. Although an Intern does not receive any pay for their work as an Intern, an Internship is different from volunteering. Although there will be a fair amount of menial tasks (because that is a real aspect of most jobs), mentors must also seek out tasks in which students can learn and practice new skills that could benefit them in the future, and mentors need to allow students to observe the mentor working and explain the work to the student as much as possible. In return for the mentor's time and effort in making this experience meaningful, students are asked to be positive and curious towards all of the work asked of them. Below is a description of the Internship Program's expectations for students and mentors. After reading these expectations, please let me know if you still feel that your work is a good match for hosting an Intern. If it is, please complete the information requested at the end of this email.

Expectations of the Intern:

- 1) Student will spend a minimum of one or two hours per week (depending on the quarter) working with their mentor. If the Internship does not fit within the time allotted in the school schedule, the student may be allowed to use the time in school for independent study and meet with the mentor after school hours. If a student is approved for independent study and does not use that time responsibly, the Internship will be canceled and the student will join a different elective.
- 2) Students will arrive on time to all Intern meetings.
- 3) If a student is sick or has another valid reason for absence, the student will contact the mentor in advance to directly notify him/her of the planned absence.
- 4) Students will dress and act according to the mentor's expectations.
- 5) Students will give their best effort and attitude to the work at hand, and will seek out opportunities to learn and be helpful.
- 6) Student will give a presentation at High School Assembly describing the Internship work and what was learned from that work.

Expectations of the Mentor:

- 1) Mentors are available to supervise the student for one or two hours per week depending on the quarter in which the student attends.
- 2) Mentors prepare plenty of work for the student to ensure that the student is engaged in work for the entire Internship time every week.
- 3) Mentors provide instruction and explanations of the work so that students can gain knowledge and skill to use in future jobs (it is understood that not all tasks will be meaningful and skills focused, but we ask that you help them learn whenever feasibly possible).
- 4) Mentors communicate in advance with the student *and* Shanti.McCarter@portlandwaldorf.org if an Internship meeting must be canceled for a specific week.
- 5) Mentors respond to check-in emails from the school and complete a short evaluation form at the end of the Internship.

Please complete the information below and return to Shanti.McCarter@portlandwaldorf.org.

Mentor's Name: _____

Mentor's Profession/Title: _____

Mentor's Email: _____

Mentor's Phone: _____

Address where the student will work with the mentor: _____

Here is a schedule of when our students are available for their Internship:

- Students can choose to do an Internship during just 1st quarter, or just 2nd and 3rd quarter combined, or for all three quarters.
- **First Quarter** Internships will last Sept. 7 - Nov. 4. Students will be let out of class on Fridays 2:45-3:45, so they must attend their Internship at least one hour per week.
- **Second and Third Quarter** will last Nov. 7 – Jan. 27. Students will be let out of class on Tuesdays 1:30-2:45 and Fridays 2:45-3:45, so they must attend their Internship at least two hours per week.
- Most Internships will not fit in the short time given during the school day. If this is true for you, students can request to use their Internship periods as study hall and then do your Internship hours after school or on the weekend.

Which quarter(s) are you available to host an Intern? (Circle all that apply): 1st 2nd & 3rd

Days of week and times that you are available to work with the student (must add up to at least one hour per week for 1st quarter or two hours per week for 2nd and 3rd quarter): _____

Skills and knowledge that the student will learn on the job:

Examples of projects the student will help with:

Dress requirements:

Other information/comments:

By signing below, you are agreeing to the terms and expectations of this Internship described on this form.

Mentor Printed Name

Mentor Signature

Date