Student-Mentor Contract

Semester: Fall 2012

Purpose of this contract: To assist in establishing open communication between you and your mentor by defining ground rules and each other’s expectations.

Instructions: Please review and complete the following with your mentor by August 31, 2012. Then sign below. Submit a copy of the completed form to David Voorhees, SCI room 230.

1. Exchange contact information

<table>
<thead>
<tr>
<th>Student</th>
<th>Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>The best way for my mentor to contact me is</td>
</tr>
<tr>
<td>E-mail:</td>
<td>___________________________________________</td>
</tr>
<tr>
<td>Phone 1:</td>
<td>___________________________________________</td>
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<tr>
<td>Phone 2:</td>
<td>___________________________________________</td>
</tr>
<tr>
<td>Other:</td>
<td>___________________________________________</td>
</tr>
</tbody>
</table>

2. Anticipated mentoring meeting schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AM/PM</td>
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<tr>
<td>2</td>
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<tr>
<td>6</td>
<td>AM/PM</td>
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3. Schedule change and absenteeism policy:
   a. If I cannot make our appointment, I will let my mentor know no less than ____ hours before the appointment. If my mentor cannot make our appointment, he/she will let me know no less than ____ hours before the appointment.
   b. If I missed 2 appointments without informing my mentor in advance, I will automatically be dropped from the program. If my mentor misses 2 appointments without advanced notice, I may request a mentor reassignment.

4. Academic progress:
   To ensure I am on track for academic success, I will ask instructors of my current classes to complete the Midterm Progress Report. I will speak with my mentor about ways to improve my academic performance, if I am receiving a grade of C or less in a course or if I am not performing as well as I expected. I give permission for my mentor and program personnel to review my midterm grades and transcript to help me identify appropriate strategies to succeed.

5. Expectations:
   a. My expectations of my mentor are:
      ____________________________________________
      ____________________________________________
      ____________________________________________
   b. Mentor’s expectations of me are:
      ____________________________________________
      ____________________________________________
      ____________________________________________
6. If a problem arises between me and my mentor, I will:

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

My mentor will:

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

7. Mentor Reassignment:
Under certain circumstances such as a major schedule conflict, I may request a mentor reassignment.

8. Confidentiality/Reporting policy:
   a. All conversations between me and my mentor will be kept confidential and may only be shared with the program coordinator to provide me the best possible support.
   b. My mentor may inform appropriate authorities if I might hurt myself or others, or if I conduct any illegal activity.

9. I will submit the following required documents to David Voorhees, SCI 230:
      i. Signature Form
      ii. End of Semester Evaluation
      iii. Goals Form

10. Important dates to save on my calendar:
    * All students seminar Sept. 21, 2012 from 10:00 a.m. to 12:00 p.m. in VON 246
    * All students seminar Oct. 19, 2012 from 10:00 a.m. to 12:00 p.m. in VON 246
    * All students seminar Nov. 16, 2012 from 10:00 a.m. to 12:00 p.m. in VON 246
    * See other STEM-related activities at www.waubonsee.edu/learning/academics/other/stem/

11. Bring any questions or concerns to the attention of David Voorhees, 630-466-7900, ext. 2783, or dvoorhees@waubonsee.edu

Student
I agree to give our relationship an honest effort. I will cooperate with my mentor and be truthful. I will return all telephone calls and emails. I will do my best to be ready for all our appointments. I will be willing to try new activities and learn new things. I have read, discussed, completed the above form with my mentor, and agree to adhere to its contents as a condition of participation in the STEM Scholars Program.

Mentor
I agree to give our relationship an honest effort. I will listen to the feelings of my mentee, and respect his/her point of view. I have read, discussed, completed the above form with my student, and agree to adhere to its contents as a condition of participation in the STEM Scholars Program.

______________________________
Signature

______________________________
Name

______________________________
Date

______________________________
Signature

______________________________
Name

______________________________
Date

Please make 2 copies of this document, one for student, one for mentor; original to David Voorhees, SCI 230.