Student-Mentor Contract

Semester: Spring 2012

Name: ____________________________ X-number: ____________________________

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. Then sign below. Submit the completed form to David Voorhees, SCI room 230, by February 3, 2012.

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>The best way for my mentor to contact me is ____________________________</td>
</tr>
<tr>
<td>Phone 1: ____________________________</td>
<td>____________________________</td>
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<tr>
<td>Phone 2: ____________________________</td>
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<tr>
<td>Other: ____________________________</td>
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</tbody>
</table>

2. Anticipated mentoring meeting schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time (AM/PM)</th>
<th>Location</th>
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<td>1 ______________</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:
b. Completed Midterm Progress Report by Mar 9, 2012 (This on goes to your mentor then to Mr. Voorhees)
c. By May 11, 2012
   i. Signature Form
   iv. Program Evaluation

10. Important dates to save on my calendar:
* All students seminar Jan. 20, 2012 at 11:00 a.m. in VON 246
* All students seminar Feb 17, 2012 at 11:00 a.m. in VON 246
* All students seminar Mar. 30, 2012 at 11:00 a.m. in VON 246
* All students seminar Apr 20, 2012 at 11:00 a.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. I agree that the STEM Scholars Program may use, for reporting, publicity, and advertising purposes, photographs of me taken during participation in STEM Scholars Program.

Signature

Name

Date

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

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

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