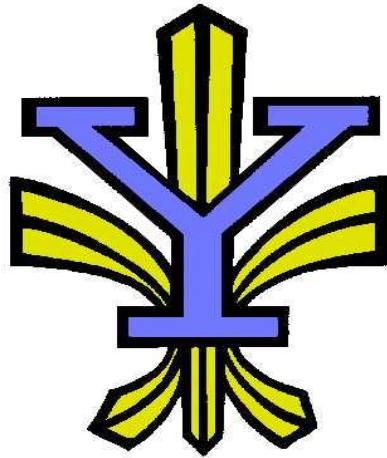


Senior Experience Program 2024 Mentor Handbook



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Yorktown High School Center for Leadership and Public Service

“Everybody can be great. . . because anybody can serve.”

[Martin Luther King, Jr.](#)

Dear Mentor:

Welcome to the Yorktown High School Senior Experience Program. We are delighted to have you as one of our volunteer mentors. As a mentor to one of the students participating in the Senior Experience Program we hope you will have an engaging, challenging, and rewarding experience.

This is the twentieth-second year of the Yorktown High School Senior Experience Program. We are pleased that you are joining our cadre of committed volunteer mentors who are making a positive impact on our students. We hope that the number of mentors continues to grow.

This Mentor’s Handbook is designed to help guide you through the mentoring process, alert you to what to expect, and answer your questions.

The Senior Experience program runs from Monday, May 20th through Tuesday, June 11, 2024. On Wednesday, June 12, 2024 the students must return to school to attend a Final Seminar at which time the students will submit a summary of their experience.

The internship must include a minimum of 100 contact hours for the internship. The mentor must sign and complete a timesheet (enclosed, also available on –line) verifying the student’s hours. Also enclosed is a Mentor Application and Business Reference form for your completion. **If you are an Arlington Public School employee, there is no need to complete the Business Reference form. All mentors to our program, please have a colleague or personal acquaintance complete the form. You cannot have more than five students from Yorktown High School.**

Please feel free to contact the Senior Experience Coordinator, Heather Sutphin at heather.sutphin@apsva.us or Administrative Assistant Mary Ann Mahan at 703-228-5389 any time with questions and/or suggestions.

Sincerely,

Dr. Kevin Clark
Principal, Yorktown High School

VOLUNTEER MENTOR EXPECTATIONS FROM THE YORKTOWN SENIOR EXPERIENCE PROGRAM

Yorktown High School is responsible for administering the Senior Experience program and supporting the mentors. Yorktown High School recognizes that mentors are volunteering their valuable time and energy to work with a Senior Experience student and is committed to providing a well-structured mentoring program with the necessary support for mentors to function effectively.

Mentors can expect the following from the Yorktown High School Senior Experience Program:

- A welcoming attitude by Yorktown High School faculty and staff and appreciation for the important role mentors play;
- Ongoing support throughout the mentoring process to share ideas and discuss problems with the Senior Experience Coordinator;
- Assistance, if needed, in preparation as a mentor;
- To receive notification from the student if they will be absent;
- Assistance in evaluating a mentor relationship that is not going well to determine if a change needs to be made;
- Receptivity to suggestions from mentors for improvement of the Senior Experience Program.

VOLUNTEER MENTOR POLICIES

The following are the policies that establish the framework for the Yorktown High School Senior Experience Program. All mentors are expected to abide by these policies.

- The volunteer mentor cannot have more than five students from Yorktown High School.
- The volunteer mentor will not have contact with the student outside the planned program.
- The volunteer mentor will keep the communication with his or her student confidential. Confidentiality is crucial to building trust with the mentee. The only exception is if the mentor suspects abuse or if the student is involved in a life-threatening activity. This must be reported to the Senior Experience Coordinator immediately.
- The volunteer mentor will always leave the door open when meeting in a room alone with their mentee. This is to avoid liability and is for the protection of the mentor as well as the mentee.
- The volunteer mentor will support Yorktown High School faculty and staff and not criticize or make negative comments about them to, or in front of, the student. Concerns the mentor may have with Yorktown High School staff or the Senior Experience program elements should be discussed with the Senior Experience coordinator, not with the mentee.
- The volunteer mentor will exhibit behavior that is respectful and will not make any comments that can be construed as racist, sexist, or bigoted.
- The volunteer mentor will not engage in religious proselytizing with their mentee.

- The volunteer mentor will not force personal beliefs on their mentee.
- The Yorktown Senior Experience Program reserves the right to request the resignation of any volunteer mentor.
- The volunteer mentor can be the student's current employer and may work with the student to explore another aspect of the business.

GENERAL GUIDELINES

Transportation and Insurance

Parents/guardians are responsible for providing transportation to and from your **Senior Experience** site. Parents/guardians must also sign an authorization form accepting full responsibility for their student while participating in the **Senior Experience** program.

Attire

Students should be well-groomed and appropriately dressed for their internship.

Safety and Security

Students must become aware of and strictly abide by the safety rules and requirements in their workplace. Some businesses must abide by strict codes in order to stay in business.

Many offices/businesses have strict regulations which require an escort or pass. If this is the case, please assist your mentee in obtaining a pass or establishing a procedure for access to your site.

YORKTOWN HIGH SCHOOL

Senior Experience Program 2024

DAILY TIME SHEET

(THIS FORM IS AVAILABLE TO STUDENTS ONLINE)

Student's Name (please print) _____

Mentor's Name _____ Mentoring Organization _____

FIRST WEEK	HOURS	STUDENT'S INITIALS	SUPERVISOR'S INITIALS
Monday, May 20			
Tuesday, May 21			
Wednesday, May 22			
Thursday, May 23			
Friday, May 24			
Saturday, May 25			
Sunday, May 26			
TOTAL:			

SECOND WEEK	HOURS	STUDENT'S INITIALS	SUPERVISOR'S INITIALS
Monday, May 27 (Holiday)			
Tuesday, May 28			
Wednesday, May 29			
Thursday, May 30			
Friday, May 31			
Saturday, June 1			
Sunday, June 2			
TOTAL:			

THIRD WEEK	HOURS	STUDENT'S INITIALS	SUPERVISOR'S INITIALS
Monday, June 3			
Tuesday, June 4			
Wednesday, June 5			
Thursday, June 6			
Friday, June 7			
Saturday, June 8			
Sunday, June 9			

FOURTH WEEK	HOURS	STUDENT'S INITIALS	SUPERVISOR'S INITIALS
Monday, June 10			
Tuesday, June 11			
Wednesday, June 12	Turn in Hours at Final Seminar 9:00 am		
TOTAL:			

Student's Signature

Supervisor's Signature

- Time sheets will be totaled daily and weekly.
- Time sheets will be initialed by student and supervisor daily and weekly.
- Time sheets will be signed by student and supervisor at the end of the Senior Experience.
- An absence will be marked on the daily tally sheet with an "A" and the absence explained below.
- Record 7 hours on the timesheet with "AP Exam" and the name of the exam as the description.
- Time sheets will be turned in at the Final Seminar on June 12th at Yorktown High School.

Explanation of Absence