Senior Project Advisor Responsibilities - The Role of the Advisor

The advisor is the on-campus adult support person for the student. A Mentor is the expert that will be working daily with the student and is an on or off-site direct supervisor/teacher for the student.

All current advisors to seniors at Proctor will be collaborating with their seniors on their senior project. All advisors are asked to read through all the senior project materials and contact the Senior Project coordinators with questions or concerns.

As advisors, you will help your students (Seniors) with the brainstorming, application process aimed at meeting the application deadline of 7 January 2020. If your Senior will be off campus for the winter, please encourage your Senior to turn in their application before leaving for the fall.

**Before the end of October**, the Advisor will

- Discuss with the Senior if they will be doing a project;
- Discuss the student’s ideas in developing a project;
- Discuss if the project is on or off campus, full (100hrs) or abbreviated (50 Hrs) project;
- Discuss where the student will be residing during the project;
- Assist student, if possible, in locating a Mentor;
- Discuss reasonable outcomes and objectives for the project.

**Before the end of Nov**, the Advisor will

- Identify specific tasks to be completed if proposal is incomplete
- Be sure the Senior has identified a Mentor
- Look over draft of outcomes and objectives for the project;

**Before departure for Winter Break**, the Advisor will

- Call/email the Mentor to touch base with them prior to signing the student proposal.
- Review project proposal with Senior; make recommendations for revision before submission;
- Project should be ready for submission by January 7, 2020.
During the project, the Advisor will

- Stay in touch with the Mentor to see how the student is progressing;
- Review daily BLOG entries and Weekly Reflections;
- Keep track of progress toward meeting the stated outcomes and activities;
- Offer assistance in overcoming any problems;
- **On Friday of the first week of Senior Project, the Advisor will speak with the mentor to confirm the Senior is performing adequately. If there is any question on the student’s performance, inform the Senior Project coordinators. A student can be removed from Senior Project at the end of the first week and be returned to classes for poor performance.**
- If necessary, inform the Senior Project Coordinators of unique situations of concern;
- Review the student’s Self-Evaluation before he/she submits it. Self-Evaluations are due 12:00pm, Tuesday before Express Fest.

If you have any questions regarding your role as advisor during senior project, please email: seniorproject@proctoracademy.org

Updated: July 12th, 2019