The Role of the Project Mentor

The student’s Project Mentor is essential to the success of the Senior Project at Proctor Academy. This is a unique opportunity for the outside community to assist and enlighten the next generation in their transition to the world after high school. Students are responsible to discuss with their Mentor, the rationale, guidelines, as well as the aims and objectives, of their specific Senior Project. The student’s work on the project should be beneficial not only to him/her, but also to the Mentor.

The Mentor will be asked to accept the following responsibilities:

1. The Project Mentor shall have expertise in the project the student has chosen and assist the student in preparing the proposal, and indicate approval by signing the student’s proposal form.

2. Advise and guide the student as s/he completes the project, and sign a timesheet to indicate that the student has completed the required hours.

3. Speak with the Student’s Proctor Advisor after the first week of the project to evaluate the students performance. Should a Student be performing poorly, in the opinion of the Mentor, to such an extent that further participation in the project is unwarranted, there is an option to have the student return to Proctor. This option will be decided by the Mentor, Advisor and Senior Project Coordinators.

4. Complete the Mentor’s Evaluation form at the close of the project.

5. Contact the Coordinators with any serious concern at any point during the Project: seniorproject@proctoracademy.org or call 845.721.5092

6. Monitoring the student’s hours to be sure a full project is completing 100 hours and an abbreviated project is completing 75 hours over a three week period, excluding travel and meal times. Missed hours must be made up.

Please note the following important information about Senior Project:

- Attendance and punctuality are important.

- A student may not be paid for his/her project work.

- A relative may NOT be the Mentor nor a direct supervisor for the student. On occasion, the Mentor may be a relative, but an exception has been granted well in advance. The student may not do his/her project in the same capacity or under the same supervisor at a place where he/she has been previously or is currently employed.
• Students will also have their on campus Advisor who will assist students as they develop, write, and implement their Project Proposal. The Advisor will further act as a liaison between the project Mentor and the school. In addition, the Advisor will contact the project Mentor during the development of the senior’s final Project Proposal.

• The student is bound by a carefully delineated set of guidelines available on the Senior Project Website. A student’s failure to comply with these guidelines can jeopardize the student’s successful completion of the Project and their graduation.

• Students will maintain a BLOG and will write a final evaluation of the project. These written materials must be completed outside of working hours and we invite the Mentor to follow their Student’s blog. Additionally, Project Mentors are invited to attend the Senior Project Exhibition and Presentations on May 23rd, in the Meeting House at Proctor Academy.

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