



INTERNATIONAL ACADEMY **INDEPENDENT CAREER MENTORSHIP** **STUDENT PACKET**

All International Academy students are required to complete one Career Mentorship enrichment. Students can complete this enrichment as an Independent Career Mentorship. Students who choose this enrichment are responsible for creating a 20-hour job shadow in a professional environment. Students are not permitted to shadow a parent or sibling.

Desired Objectives

The following is a list of topics to cover during the mentorship:

- Understanding of the education, experience, and preparation required to enter the career
- Familiarization with desirable employability skills
- Understanding of typical, appropriate work behaviors and professionalism
- Orientation to the work culture
- Awareness of potential career paths through the specific job placement
- Understanding of how the organization works (purpose, structure, process)
- Develop a positive outlook toward employers
- Begin to develop an understanding of the job site problem solving process

Career Mentorship Agreement

Student Name _____ Grad. Yr. _____

Placement Site _____

Address _____

Contact Person/Mentor _____ Phone # _____

E-mail _____ Date(s) of Mentorship _____

Description of Organization _____

I, _____ have elected to complete my career mentorship placement at the above agency. I agree to abide by the regulations and policies of this agency and to complete to the best of my ability the requirements set forth in this agreement. *I agree to call the agency if I am detained or plan to be absent during agreed upon meeting dates and times for any reason. Failure to do so will result in termination of this placement and forfeiture of time served to that date.*

I, _____, the parent or legal guardian of _____ agree to lend support and encouragement to my son or daughter in the placement program we have chosen. I accept responsibility for transportation to and from the career mentorship site.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Mentor Signature _____ Date _____

Enrichment Office Use Only - Advance Approval

Enrichment Coordinator Signature

Date

Student Checklist

*** In order to satisfy the Mentorship requirement at the IA, students must submit the following documentation to the Enrichment Coordinator.

Prior to Mentorship:

- Advance approval form signed by Enrichment Coordinator at least 30 days prior to the start of the mentorship
- Career mentorship agreement signed by student, mentor, and parent or guardian (to be submitted prior to mentorship)

After Mentorship:

- Time log – minimum of 20 hours, and signed by mentor
- Typed responses to reflective questions:
 1. Why did you select this mentorship? Did it relate to your coursework or personal interests? Be specific
 2. Describe what the relationship with your mentor meant to you educationally
 3. Describe the things that benefited you the most from this experience
 4. What would you change about this mentorship?
 5. Would you recommend that other IA students take advantage of this placement?
Why or why not?
- Daily journal of activities
- Schedule a presentation of mentorship with Enrichment Office

Career Mentorship Time Log

Student Name _____ Grad. Yr. _____

Dates of Placement Week _____

Placement Site _____

Contact Person/Mentor _____ Phone # _____

Job Title _____ E-mail _____

Date:	Begin:	End:	Total Hours:

TOTAL:

Mentor Comments:

Mentor Signature

Date