

## YPA Mentorship and Mentor Information

Before the student begins...

- discuss with the teacher a possible internship window of six or twelve weeks
- meet with the student prior to the first week of the internship to discuss parking, proper attire, goals, and other important information prior to day one
- set up a schedule for attendance with the student
  - days and times
  - three days a week
  - 4-6 hours per week
  - Approx. 25-35 hours total
- set up internal schedule for student to work with others within the company if possible

While the student is at the site...

- allow student to observe and experience the in's and out's of the daily routine of your workplace
- allow student hands-on experience if applicable
- discuss possible projects that the student can work on to help you while completing their internship
- dialogue about the necessary education, required skills, and responsibilities that comprise your career
- discuss the importance of business reputation and participation within the community
- share mentor's career path with the student and offer advice
- assist student by conducting a short mock interview and/or providing feed back on resumes, cover letters, elevator pitches that help them promote and network themselves
- assist student, if asked, with portfolio and oral demonstration completion
- meet with the student/mentor/teacher to discuss and evaluate the student's performance during the internship
- complete student's final assessment survey and discuss the information with the student

After the student's internship is completed...

- complete the mentor program evaluation survey
- make notes about the curriculum for additions or changes for future internship learning
- join fellow business professionals, students, and parents at the YPA Celebration of Learning events (dates and information will be provided)