



TOOLS

Student Checklist for Mentoring

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful mentorship.

Before the Mentoring

- Research a company or organization that could do mentoring.
- Assess how an industry mentor can support your ICAP goals and or project completion.
- Discuss with teacher when the mentoring will best support curriculum/project outcomes.
- Get the **Student Application for Mentoring** form signed.
- Turn in signed **Student Application for Mentoring** form.
- Develop questions about the curriculum, project or competition to discuss how industrial experience can improve what you are doing or how it applies to real life.
- Make sure you know when and where the mentoring will take place. If it is off campus make sure to arrange transportation, adult sponsor and any other industry workplace standards.
- Attend the training and orientation session.

During the Mentoring

- Arrive early for mentoring session.
- If mentoring involves a team make sure all have arrived along with the instructor.
- Use your prearranged questions and any manipulatives that you have and on which you are seeking expert advice. Take notes to document experience.
- Listen carefully as other students are asking questions so as not to repeat them.

After the Mentoring

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you apply what you learned from the mentoring experience.
- Write thank-you note to the mentor. Electronic methods are acceptable.
- Complete a **Student Mentoring Evaluation**.