**Senior Project Proposal and Mentor Agreement FORM A**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Core Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Mobile Phone (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description** (**TYPE and print out** a detailed process description. Include dates, times and all people involved; enter more typing returns as needed up to 2 pgs; font size 10 or 12)

|  |
| --- |
| *Section 1: Describe your internship.*  *Where will you be working?*  *What kind of business or organization will you be working with? What do they do?*  *What inspired you to seek out this opportunity?*  *What do you hope to learn from the experience?*  *What are your expectations or goals?*  *Section 2: Explain how you will complete your hours.*  *How will you obtain your hours?*  *What tasks will you be completing?*  *How often will you work?*  *What will you do to contribute to the place of business?*  *Section 3: Describe your mentor’s role.*  *Who is your mentor (name, position, qualifications)?*  *What is his/her expertise or role in your internship?*  *How will he/she help you fulfill your goals?*  *Will you be meeting weekly, bi-weekly, or monthly?*  *What do you hope to learn from your mentor?* |

**Mentor**

Your Mentor oversees your project, answers questions, and provides guidance, encouragement, motivation and general support. Your Mentor also verifies your timecard and completes a Project Verification at the end of the project.

Mentor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Workplace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures** (all signatures required)

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Core Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Senior Project Administrator ONLY**

\_\_\_\_\_\_\_\_\_\_project approved \_\_\_\_\_\_\_\_project needs improvement \_\_\_\_\_\_\_\_\_project not approved