

MENTOR HANDBOOK

SENIOR SEMINAR EXPERIENCE

**HOLYOKE CATHOLIC
HIGH SCHOOL**

134 Springfield Street
Chicopee, MA 01013

PURPOSE: The purpose of the Senior Seminar experience is to provide our seniors with a different yet focused learning experience in the broader community. It is an opportunity to experience the adult world of work either through the exploration of a profession, a vocation or a social justice program.

TIME FRAME: Students will begin their exploration of possible seminar sites over the summer before their senior year. A series of meetings during the first semester will prepare them to approach possible seminar mentors. The other deadlines are listed below:

Date	Required item/event	Person responsible
Summer	Explore possibilities	Student
October	Senior meeting – overview of initial procedures; assignment of moderators	Administration
November December	Moderators schedule meetings with seniors to check on progress	Teacher Moderators and students
January 26	Deadline for placement confirmation	Teacher Moderators and students
March 16	Deadline for commitment to seminar – final paperwork	Students, Mentors and Teacher Moderators
May	Presentation by Human Resources person on workplace decorum/issues	Administration
May 11- 22	Seminar experience (5 hours per day for 10 school days)	Students and Mentors
May 22	Deadline for submission of student paper	Students
May 26- 28	Presentation by seniors to Faculty Panel	Students

EXPECTATIONS OF SITE MENTOR:

- Students will be supervised
- Students will NOT be paid for the seminar experience
- Students will work 5 hours per day for 10 consecutive school days
- Students will be given a full range of meaningful tasks related to the respective profession, vocation or agency
- Mentors will inform and hold students to workplace rules of attendance, dress and conduct
- Mentors will provide the student and the school with a job description of tasks expected during the seminar
- Mentors will allow a teacher to visit the site once during the 2 weeks – NOT ALL SITES WILL BE VISITED
- Mentors will complete an evaluation form at the end of the seminar

CONTACT INFORMATION:

Please call the following people for if you have any questions or problems:

Major problems with seminar experience: Principal – Sr. Cornelia Roy, SSJ
413 331-2480 - scroy@guels.org

Questions about paperwork: Academic Dean – Theresa Kitchell
413 331-2480 – tkitchell@guels.org

Reporting of tardiness or absence: Dean of Students – Maryann Linnehan
413 331-2480 – mlinnehan@guels.org