

Dear Capstone Project Mentor:

Thank you for your interest in being a Capstone mentor to a Shelton High School student. Shelton High School is a learning community where students are expected to meet high academic and behavioral standards while developing to their full potential. We are committed to providing our diverse student body with a safe environment characterized by respect. Our staff, students, parents, and community work collaboratively to encourage life-long learning and responsible citizenship. As part of their social and civic expectations, Shelton High School students contribute responsibly to the school and community, value diversity and its importance, understand democratic thought and process, take responsibility for their education and demonstrate respect, integrity, and honesty in all endeavors. All Shelton High School students are required to complete a Capstone project. The Capstone experience is designed to prepare high school students for life-long learning and effective and productive citizenship through the opportunity to plan, complete and present a self-directed culminating project reflecting their personal interest. The Capstone experience requires students to demonstrate the most important components of their 9-12 learning.

The Shelton High School community appreciates your willingness to assist one of our students as he/she works to fulfill one of our graduation requirements. As a mentor you will:

- ◆ Communicate clearly to the student what his/her role will be, when you will meet and what your time and skill limitations are;
- ◆ Assist the student in clarifying his/her goals and objectives and developing a plan that will result in achieving his/her goals;
- ◆ Be available to answer questions in a non-judgmental manner allowing the student to learn from his/her mistakes;
- ◆ Guide, encourage and oversee the student as he/she completes his/her project;
- ◆ Help the student evaluate the entire process and the final product;
- ◆ Verify the time you spent working with the student throughout the project on the Fieldwork Time Log.

The Capstone Project offers members of the community the opportunity to share their knowledge and expertise with Shelton High School students. We expect the experience to be a positive one for you. We understand this role brings important responsibility, and we appreciate your interest and willingness to assist our learner.

Please complete the mentor information on the student's proposal form and sign where indicated. Your mentee must submit the proposal to his/her advisor by **May 15th for early submission or September 17, 2018 for regular submission**. If you have any questions, please feel free to contact us, or see the Capstone quick link on the Shelton High School website for further information.

Sincerely,

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Shelton High School Capstone Committee Co-Chairs