

Dear Capstone Project Mentor:

Thank you for your interest in being a Capstone mentor to a Shelton High School senior. 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. Shelton High School students are required to complete a Capstone project during their senior year. 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 application/agreement form on the reverse side of this letter and give it to your mentee who must submit it to his/her advisor by **May 22nd for early submission or September 18, 2017 for regular submission**. If you have any questions, please feel free to contact us, or see the Shelton High School website for further information.

Sincerely,

Lynn M. Coffin lcoffin@sheltonpublicschools.org
Dana Jeanette-Kneen djeanette@sheltonpublicschools.org
Shelton High School Capstone Committee Co-Chairs

Shelton High School
Capstone Project Mentor Agreement

I would like to volunteer to serve as a Capstone Project Mentor for

_____.
(Please print Shelton High School student's name)

I understand that my role as a Project Mentor is to assist the student as he/she completes his/her Capstone project. I agree to:

- ◆ 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 Capstone fieldwork log, which will be handed in by the student.

I understand that I may be contacted by a member of the Shelton High School faculty for progress reports regarding the student with whom I am working.

My signature indicates that I understand my role as a Capstone Project Mentor, that I have never been convicted of a criminal offense other than a minor traffic violation, that there have never been findings of child abuse in my name and that I do not appear on a Sex Offender Database in any state or country.

Project Mentor's Signature

Date Signed

PLEASE PRINT:

Project Mentor's Name: _____

Project Mentor's Address: _____

Place of business or employment/Area of expertise: _____

Project Mentor's Contact Phone Number: _____

Project Mentor's Email Address: _____