**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