Responsibilities of the Student

- All mentees must complete the 30-50 hour mentorship during a four month internship period.
- All hours must be competed by April 30.
- Transportation to and from the mentorship sitewill be the responsibility of the student.

Community Mentorship Program

Career and Technology Academy
330 Dorsey Road
Prince Frederick, MD 20678
Phone: (410)-535-4232

Calvert County Public Schools

Brochure designed by Breanna Bridges
CTA Graphic Communications Program
About the Program

Community Mentorship is a program available to 12th grade students which allows them to gain real-world experience in their chosen career field while earning one elective credit. Annually, a selected number of qualified seniors in each high school are accepted into the program which expands their curricular opportunities beyond the school site. This is accomplished through exploratory internships which allow the students to utilize their individual talents and abilities.

- Mentorship opportunities are offered to seniors first. If seniors are unable to fill all 40 positions and/or more opportunities become available, then the additional openings will be made available to qualified 11th grade students.

- In order to be considered eligible to apply for a mentorship placement, students must:
  
  - Be enrolled in at least two honors or Advanced Placement courses in 11th grade,
  - Have a cumulative GPA of 88% or higher,
  - Participate in an interview with the mentorship coordinator,
  - Score well on ratings submitted by their teachers.

Goals of Program

To give the student the opportunity to:

- Explore a possible career,
- Plan, develop, and complete a project related to that career,
- Gain valuable career-related experience

Process

- Interested students and their parents will attend an informational meeting in the evening at their high school during the spring.

- Students will submit an application packet, with parent signature, which includes teacher ratings, transcript, their career goals, potential mentor(s), and preferred time of year.

- Based on the number of available positions and qualified applicants, the mentorship coordinator will determine placements.

- For further information refer to the CTA web site March 1st.
The Community Mentorship Program

The Community Mentorship is a program available to 12th grade students which allows them to gain real world experience in their chosen career field while earning one elective credit. Annually, a selected number of qualified seniors in each high school are accepted into the program which expands their curricular opportunities beyond the school site. This is accomplished through exploratory internships in specific environments for students to utilize their individual talents and abilities.

Goals of the Program

To give the student the opportunity to:

- explore a possible career,
- plan, develop, and complete a project related to that career,
- gain valuable career-related experience.

About the Program

- Mentorship opportunities are offered to seniors first. If seniors are unable to fill all 40 positions and/or more opportunities become available, then the additional openings will be made available to qualified 11th grade students.

- In order to be considered eligible to apply for a mentorship placement, students must:
  - be enrolled in at least two honors or Advanced Placement courses in 11th grade,
  - have a cumulative GPA of 88% or higher (87-85% if there is space)
  - participate in an interview with the mentorship coordinator,
  - score well on ratings submitted by their teachers.

Process

- Interested students and their parents will attend an informational meeting in the evening at their high school during the __________ (Summer/Winter/Spring).
- Students will submit an application packet, with parent signature, (2) teacher ratings, transcript, career goals, potential mentor(s), health/insurance information, early dismissal form, and preferred time of year.
- Based on the number of available positions and qualified applicants, the mentorship coordinator will determine placements.

Responsibilities of the Student

- All mentees must complete the 30 – 50 hour mentorship during a four month internship period. All hours must be completed by April 30.
  - Transportation to and from the mentorship site will be the responsibility of the student.
To the Student:

Applying to the Mentorship Program is the first step. Final acceptance will be made by the Mentorship Committee after considering a variety of factors that include test scores and school-based data, teacher ratings, student interviews, and the availability of a mentor.

Complete this application in full and return it by June 1, 2015 to:

Susan Cross
Career and Technology Academy
330 Dorsey Road
Prince Frederick, Maryland 20678

You may also choose to send it through the school mail service.

Please complete the following information.

Name: __________________________________________________________________________

Home Address: ___________________________ School: _____________________________

_________________________________________ Home phone: _______________________

Email: ___________________________________ Cell phone: __________________________

Student ID Number: __________________________ Date of Birth: ______________________
Parent/Guardian Last Name (if different from yours)__________________________

Preference for internship: Fall ____ Spring ____ Summer____

1. Long-term Goal Statement:

2. List in order of preference the career areas you wish to pursue if you are accepted to this program. Note any related experiences you may have had in any of these areas.
   1.
   2.
   3.

3. What special abilities do you feel you have?

4. Explain how you have demonstrated initiative and responsibility in the past.

5. Briefly state why you feel this program will help you achieve your long term goal.
   Identify what you feel should be your responsibilities as an intern.
6. What courses do you plan to take next year?

7. Are you involved in any after-school jobs or extra-curricular activities which might interfere with involvement in this program?

I am willing to commit myself to an intensive program of individualized study with a mentor which requires considerable personal initiative and responsibility.

Student’s Signature: __________________________________________________________

Date: ____________________

Parents- Do you have the time to help mentor a student? If so fill in the following and you will be contacted. Name________________ Position__________________________

Location___________________________

Email or Phone________________________
TO BE COMPLETED BY PARENT OR GUARDIAN

I give permission for my son/daughter to travel to the following areas outside of Calvert County for this internship (check any that apply):

____ St. Mary’s County     ____ Charles County     ____ Anne Arundel County     ____ P.G. County

I understand that transportation is the responsibility of my son/daughter and hereby grant permission for him/her to pursue participation in the Calvert County Mentorship Program.

Signature of Parent/Guardian ____________________________________________

Date: __________________
To: Susan Cross

Re: Early Dismissal for Mentorship Program

_____________________________ has my permission to leave school early when necessary and appropriate to complete scheduled hours in the Mentorship Program.

I understand that s/he will sign out from school as per normal procedure for an early dismissal and that abuse of this permission constitutes immediate dismissal from the program.

Parent/Guardian Signature ______________________________________________________________

Date ________________________
Teacher Recommendation Form

Student’s name:______________________________________
Teacher’s name:______________________________________
Teacher’s signature____________________________________

[Rating scale: 1(low)-5(high). Class grade: 1=E; 5=A].

1. Interest in Learning _____
2. Task Commitment _____
3. Leadership _____
4. Maturity _____
5. Class Grade to Date_____

Teachers please return to Susan Cross-CTA
Teacher Recommendation Form

Student’s name: ________________________________

Teacher’s name: ________________________________

Teacher’s signature ________________________________

[Rating scale: 1(low)-5(high). Class grade: 1=E; 5=A].

1. Interest in Learning _____
2. Task Commitment _____
3. Leadership _____
4. Maturity _____
5. Class Grade to Date _____

Teachers please return to Susan Cross- CTA
Health/Insurance Information

Name of Intern: ________________________________________________________________

Please provide the following information and authorization for medical treatment in the event of accidental injury while participating in the 2014 – 2015 Mentorship Program.

Name of Parents or Guardian: __________________________________________________

Address: _____________________________________________________________________

Home phone: ________________________________________________________________

Employers: ____________________________ ____________________________

Work Phones: ____________________________ ____________________________

Insurance Information:

Name of Insurance Co. ______________________________________________________

Type of Coverage ___________ Policy or Group # ____________________________

Information Concerning Student Intern Regarding This Authorization:

Name ___________________ Date of Birth ____________________________

Date of Last Tetanus Shot ________________ Allergies ______________________

Regular medicine ____________________________

Important medical problems ____________________________________________

CERTIFICATION OF AUTHORIZATION

I do hereby certify that I am the natural parent or legal guardian of the minor child listed above and do hereby authorize emergency medical treatment for accidental injury while participating in the 2014 – 2015 Mentorship Program.

Date _______________ Signature of Parent/Legal Guardian ________________________
Check List

1. Application
2. Health/Insurance form
3. Early Dismissal form
4. Permission to leave the county form
5. (2) Teacher recommendations
6. Transcript