

Letter to Prospective Community Mentors

Your mentor will receive a copy of this letter once your Letter of Intent is approved. If your mentor has any questions about his/her role or responsibilities, you may want to share this information with him/her ahead of time.

Dear Capstone Project Community Mentor:

You have been asked by _____, a Masuk High School senior, to be a Capstone Project Community Mentor because you possess expertise in an area of interest to him/her. The Capstone Project at Masuk High School seeks to build a bridge for students between the real world and the skills they learn in the classroom. The Capstone Project includes twenty hours of fieldwork related to a topic of the student's choice, a reflection paper, and an eight to twelve minute presentation before a board of judges to synthesize and summarize the experience.

As a mentor, you will serve as both a guide and teacher for the student during his/her fieldwork. A mentor's role is an active one. However, it is important that the student become *actively* involved with the project as well. The ownership of the project should come from the student. The student must present you with a working plan/schedule for his/her fieldwork project. Once you and the student have agreed to this plan/schedule, your role as a mentor is to:

1. Work with the student to fine-tune the plan to develop a challenging but achievable fieldwork experience.
2. Guide, encourage, and oversee the student as he/she works to complete the fieldwork project.
3. Verify the time the student spends on the fieldwork (minimum of 20 hours) by signing the Fieldwork Time Log. (Due on or before Monday, March 4, 2013.)
4. Write a letter of recommendation for the student based on the quality of work, interest, and involvement in the fieldwork. (Due on or before Monday, March 4, 2013.)

The Capstone Project offers members of the community the opportunity to share their knowledge and expertise with the students of Masuk High School. We appreciate your willingness to work with one of our students and to serve as a mentor for him/her. We hope you find this experience to be a rewarding one.

If you have any questions or concerns about your role as a mentor, please do not hesitate to contact us. You may call us at Masuk High School at (203) 452-5823 and leave a message for us on our voicemail at extension 7809. In addition, our email address is capstone@monroeps.org.