

The Role of the Senior Project Mentor

All faculty and professional staff members at Proctor are invited to be Senior Project Mentors (SPM). To be able to work effectively with each student, Advisors are asked to work with **no more than two** Senior Project students. All Senior Project Mentors are asked to read through all Senior Project materials and contact Michele Koenig with questions or concerns.

As a SPM, you will play a key role in making sure that your student articulates clear goals and follows them throughout the Project. The Senior Project Coordinator will also be a Proctor contact person for the Project Sponsor.

I. Before the Project Proposal is submitted to the Senior Project Committee, the Senior Project Mentor will:

- A. Meet with the student throughout the project development
- B. Assist student in locating a Project Sponsor
- C. Assist in drafting reasonable goals and objectives for the Project
- D. Recommend resources and materials for the Project
- E. Read student's Proposal and make recommendations for revision before s/he submits it
- F. If necessary, assist the student with revisions
- G. **Call the Project Sponsor to review and answer any questions regarding the proposal prior to student departure from Proctor**

II. During the Project:

- A. **Call the Sponsor weekly to see how the student is progressing and at any other time necessary.**
- B. Meet with the student for a **weekly** conference to:
 - 1. Review daily BLOG entries and Weekly Reflections
 - 2. Review progress towards meeting the stated goals and activities
 - 3. Discuss various aspects of the Project from the goals and activities
 - 4. Offer assistance in overcoming unexpected obstacles.
- C. Provide articulation between the student and his/her Committee and, if necessary, inform the Committee of unique situations
- D. Review the student's Self-Evaluation **three days before** he/she submits it. Due May 26th by 9:00 am.