

INDEPENDENT STUDY MENTORSHIP (ISM)

Course Syllabus

Course Description:

Independent Study Mentorship is a course that prepares students for educational and career decisions. Your choice of career study and the quality of the individual who mentors you are the two most important decisions you can make to insure a successful experience. I am excited to work with professionals in the community to know the caliber of LTHS students through this course.

This course is unique in that it provides "real world" experiences in a field of study of your choice. Students make decisions about what to learn, the methods of learning, and how to use what they've learned. It is a self-directed course; with your mentor, you design the curriculum and schedule, and you have ultimate control over what you take away from this experience.

Students will see their professionalism, time management, oral and written communication skills improve if they strive to meet the course's objectives. This course is intended to challenge a student's skills in all content areas, as well as prepare the student for decisions towards college and career. Students are in contact with the teacher during the designated class period. You must notify your instructor in advance if you plan to meet with your Mentor during a designated class period. Course content is presented on class days through a series of short lectures, presentations and student feedback. During the first couple of weeks, students are required to secure a Mentor and establish a compatible schedule for meeting their mentor face-to-face **(at least two hours weekly.)** Knowledge will be developed according to effort and participation. I will follow each student's progress closely, communicate with mentors often, and make sure each student stays on task. Students who do not uphold the course's standards will be withdrawn from the class.

Attendance:

Students are expected to attend class. You must pre-arrange meetings with your mentor in advance if you are going to miss class. I must approve the absence and at that time, the attendance clerk will be notified to code the absence as "field trip." It is your responsibility to communicate with me regarding an absence.

If your mentor requests your presence at a meeting, an observation, a seminar, a trade show, etc, that causes you to miss another class (in addition to ISM), you will be allowed to attend as long as: I have a written request from your mentor ahead of time so that I may get proper approval AND you must be passing ALL classes.

Late Work:

In order to receive full credit for an assignment, students must turn in work by the deadline. Twenty (20) points will be deducted if it is turned in (1) day late. Day (2) equals a zero. If you have an Excused absence, turn the assignment in on your first day back.

Classroom Policies:

- Be prepared and on time for class, an individual meeting with me or an appointment with your mentor.
- Complete all of your assignments by the deadline.
- The Dress Code and Student Code of Conduct will be strictly enforced.
- You will represent LTHS in the community. Please dress appropriately!

Grading:

- **Major grades** = 60%--2 minimum
- **Daily grades** = 40%--7 minimum

Academic dishonesty will not be tolerated and the Honor Code will be strictly enforced. Giving another student a file is considered cheating and will result in a zero and honor code violation.

Mentorship: A general overview

1. Document a minimum of two hours weekly with your mentor in the placement, time in class per your schedule, and time towards completing assignments, independent research, portfolio work, etc. To be specific the two hours "on your own" must be documented in detail (with date and tasks) on your Activity Log Sheet. It is expected that you will perform work tasks assigned by the mentors, complete relative career assignments assigned by me, do independent research about the career or something you have learned in the placement, conduct interviews with people in the field, work on portfolios, work toward constructing a product, and write and polish your speech for final presentation.
2. **Let me emphasize that you must meet face-to-face with your mentor each week.** There will be exceptions to this as your mentor may leave town on business, etc. Try to find someone else in the workplace to shadow in your mentor's absence. If you find that your mentor is not "very" available or doesn't seem that interested in mentoring you, it is best to find another mentor. You will have a more positive experience.
3. Hours with your mentor are scheduled as agreed upon by you and your mentor, set up appointments weekly. There will most likely be times when you meet with your mentor outside of the school day, but only as scheduled and agreed upon by the two of you.
4. All mentors are required by the district to have completed a Criminal History Form. Any mentor the district deems inappropriate will NOT be allowed to mentor with a LTHS student. **If the Criminal History Form has not already been completed and submitted, you MUST ask your mentor to complete the CRC immediately and then you should hand deliver it to me by the end of the second week.**