

## High School Mentorship Program Agreement

Schools wanting to have a student participate in the mentorship program will need to have a registration agreement on file with Human Resources Workforce Development. To register programs, the school must complete the application as well as attach a copy of their organization plan for their mentorship program. The organization plan must include the following:

Education Coordinator agrees to the following:

1. Conducting in-depth interview with the student to identify the student's academic abilities, interests, educational goals, career aspirations, level of motivation and willingness to invest the time and effort needed to have a successful mentorship experience.
2. Identify potential areas for mentorship experiences with the student.
3. Work with the mentor to determine a schedule, which works with department, school, and student.
4. Once an agreement has been reached, the education coordinator will submit the completed application form to Human Resources.
5. Education coordinator must be willing to commit to having regular contact the Mayo Mentor and meet with the student at a minimum 1 every 2 weeks. These meeting are to discuss the educational and professional goals established between the student and Mayo mentor, identify mentorship expectations between the student and the mentor. The education coordinator is responsible to resolve any issues that may compromise the mentorship experience.
6. The high school education coordinator is responsible for evaluating the productivity of the mentorship at the end of each student's experience at Mayo. At the end of the school year, the high school education coordinator should evaluate their program and submit a final report to Human Resources. The report should identify the strengths and weaknesses of the mentorship program organization as well as recommendations for improving the organization of the program.

Student agrees to participate in:

1. Completing all required training before the start of the mentorship.
2. Developing a summary report of their experience. This report could be in the form of a written logbook, research paper and an oral presentation evaluated by the education coordinator.
3. Spending a minimum of 60 hours under the direct supervision of one Mayo Mentor.

Mentor concurs with the following:

1. Mayo Mentors and Supervisors participate in this mentorship program on a voluntary basis, and students are not funded by the Mayo Clinic for their participation in this program.
2. Agree to have regular contact the educational coordinator and the student (a minimum one every two weeks). Conversation is led by the educational coordinator.
3. Understands that the student will not have any physical contact with the patient nor observe interaction while in the presence of a physician.

To register your program, please complete the information below and submit this form to [careerawareness@mayo.edu](mailto:careerawareness@mayo.edu) along with a copy of your organization plan for your mentorship program.

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

High School Education Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE: HS EDUCATION COORDINATOR DATE (MMDDYY)