**\_\_\_\_\_\_\_\_\_\_\_ SCHOOL DISTRICT WORK-BASED LEARNING**

**MENTOR ORIENTATION CHECKLIST**

WORKSITE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MENTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT INTERN NAME: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review all items on the Mentor Orientation Checklist with the person who will be mentoring the student intern. Discuss the mentor’s responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Topics Covered** | **Yes** | **No** | **Notes** |
| **Safe Worksite:**  Worksite has been evaluated for safety and cautions and concerns have been discussed with the business.   * Ask for a tour of the student work area. Does the mentor have a current business license? |  |  |  |
| Measures are taken to provide training and on-going support to worksite mentors and staff. The **mentor responsibilities** have been discussed with the worksite supervisor. |  |  |  |
| **Training Agreement:**  Mentor responsibilities have been discussed.   * Is a non-supervisory adult provided at the workplace to act as a mentor, advocate, advisor, and friend to help a student resolve issues and workplace demands? |  |  |  |
| **Verify Internship:** Paid/non-paid |  |  |  |
| **Workers’ Compensation:**  Volunteer/non-paid internship: Use Workers’ Compensation materials  Paid Internship: Worksite covers liability |  |  |  |
| **Transportation:** Issues discussed |  |  |  |
| **Calendar:** Verify days, hours, and student information |  |  |  |
| **Attendance Verification:** Time card |  |  |  |
| **Meaningful Learning Experience:** Skill Grid, Evaluations |  |  |  |
| **EEOC, Title VII:** Will not discriminate on the basis of … |  |  |  |
| **Mentor Expectations** of student |  |  |  |
| **Suggestions for Mentor:** First day of student arrival—discuss behavior expectations, internship expectations, and orient student.   * Working with youth * Child labor laws |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability.