



NONNEWAUG HIGH SCHOOL

5 Minortown Road • Woodbury, Connecticut 06798 • (203) 263-2186

Pamela Sordi, Principal • Taryn Fernandez, Assistant Principal • Declan Curtin, Dean of Students/AD

AP Research: Mentorship Program

Objectives: The Nonnewaug High School Mentorship Program, part of the AP Capstone experience, allows students to explore career fields and conduct research in designated topics for inquiry. Beginning in the summer prior to enrollment in the AP Research course and continuing until the end of the course, students engage with a discipline-specific expert adviser. The program offers students an authentic experience that extends beyond the classroom. The aim of the program is to help students become college and career ready in meaningful ways.

Program Requirements:

- Parent Approval/signature
- Student Program Acknowledgement Agreement/signature
- Expert Advisory Information Sheet/signature
- Principal Approval/signature

Hourly Requirements:

- During the summer, students are required to complete 4 hours of *mentorship activity.
- Over the school year, students are required to complete 2 hours per month of *mentorship activity.
- Total number of hours: 20

*Mentorship Activity can be served in any of the following ways:

1. Interviews
2. Job Shadowing
3. Communication via e-mail, phone, or video chat
4. Literature Review Help
5. Proposal/Research Inquiry Feedback

Hourly Verification

Students must enter mentorship hours into the verification log, get an expert adviser to sign off on the hours, and submit the log at the end of the month.



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Step One: Parent Approval

This form is the first step in securing approval for your son or daughter to participate in the Nonnewaug High School Mentorship Program as part of the requirement for successful completion of the AP Research course. Students must agree to the provisions, procedures, and requirements of the program, and secure approval from an expert advisor. Students must keep a record of their hours and complete all paperwork in compliance with the program. Each student is required to complete 4 hours of mentorship activities over the summer and 2 hours per month from September 2022-April 2023 (20 hours in total).

Students accept full responsibility for their transportation, safety, and any cost for participation. They also need a mutually agreed upon schedule with the expert advisor to complete designated hours outside of the school day. Students participating in the Mentorship Program are subject to all rules and conditions as listed in the Nonnewaug High School Student Code of Conduct in the handbook. Please feel free to contact the principal, Pam Sordi, and/or the AP Research teacher, Jessica McKay, with any questions.

I have reviewed the information packet and I approve of my son's or daughter's participation in the Mentorship Program at Nonnewaug High School in coordination with the requirements of the AP Research course.

Student's Name _____ Grade _____ Date _____

Parent Signature _____

Parent Phone Number(s) _____

Step Two: Student Agreement

I acknowledge that I have reviewed the information packet, discussed the program in detail with my parents, and I agree to all provisions, procedures, and requirements. I understand that the Nonnewaug High School Code of Conduct applies to my participation, and I agree to complete all program requirements including documentation of my experiences for the AP Research Digital Portfolio. Failure to abide by the signed agreement may result in removal from the program, loss of credit, and/or will be subject to the building discipline code.

Student Signature _____ Phone Number _____

Step Three: Expert Adviser Signature

Adviser's Name _____ Phone Number _____

Employer _____ Position _____

Step Four: Administrative Approval

Principal's Signature _____ Date _____



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Dear Expert Adviser/Mentor,

First of all, I'd like to thank you for considering being an expert adviser/mentor in our AP Research course. This course is the second course in the AP Capstone experience. Students have already completed a full year of AP Seminar, which is a course in ethical research practices and public speaking. The current course, AP Research, allows students to take the skills they learned in Seminar and conduct independent research in any topic of their choosing. Part of the requirements is for students to spend time in the field and get "hands on" experiences that will shape not only their research, but also their understanding of the career they'd like to enter for their post-secondary plans. As an expert adviser, you play an integral part in building that knowledge, experience, and passion.

In order for students to complete the mentorship program, they need to spend four hours over the summer and two hours monthly from September to April with you in the career field. This will lead to a total of 20 hours by the end of April. During this time, students may participate in a variety of mentorship activities with you: interviews with you and/or colleagues; job shadowing; communication via e-mail, phone, or video chat; literature reviews; and proposal/research inquiry feedback. During these activities, the student is required to complete a reflection form that will be archived in his/her portfolio for College Board.

As an expert advisor, we ask that you complete the following during the mentorship time period:

1. Complete the Expert Adviser Information Form
2. Sign off on the student's log hours
3. Complete a monthly evaluation sheet

The College Board outlines the following requirements for your role as an expert adviser:

Expert Advisers:	Expert Advisers May Not:
when asked, should ask questions and provide feedback and guidance to students regarding their choice of research questions/project goals, data- or information- collection methods, and analysis strategies.	generate research questions/project goals for students.
may hold individual work-in-progress interviews with students to discuss the progress of their papers or presentations, explore issues and/or discuss topics and perspectives, and question students as necessary.	conduct or provide research, articles, or evidence for students.
may provide necessary background for a topic—including suggesting possible resources—so that students are not disadvantaged in their exploration.	write, revise, amend, or correct student work.
may help students with the mechanics of the research process (e.g., strategizing to find answers to questions or helping them understand how to access resources).	provide or identify the exact questions a student will be asked prior to his or her defense (i.e., students should be prepared to answer every one of the oral defense questions).
	provide unsolicited help (i.e., students must initiate conversations that call for expert adviser feedback, such as asking a question to which the expert adviser can then respond)



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may provide general feedback to students about elements of their papers or presentations that need improvement.

may vary in number, according to the needs of the paper or presentation.

Thank you for your kind consideration and we look forward to working with you over the next 11 months if you are willing and comfortable in serving as a partner in our mentorship program. If you have any questions, or if we can be of any service, please do not hesitate to contact me at Nonnewaug High School: (203)263-2186, JMcKay@ctreg14.org.

Sincerely,

Jessica McKay

Jessica McKay, AP Research Teacher

JMcKay@ctreg14.org



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EXPERT ADVISER INFORMATION SHEET

Student Name _____

Address _____

Phone Number _____ (home)

_____ (cell)

Name of Parent/Guardian _____

Worksite _____

Address _____

Phone Number _____

Name of Adviser _____

Adviser's Profession _____

Adviser's Employer _____



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School Contact:

Jessica McKay

JMcKay@ctreg14.org

Nonnewaug High School
Mentorship Program
Summer Hour Record Sheet
Due on the First Day of School

Student: _____ Adviser Signature: _____

Date	Hours Completed	Activity	Reflection



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Summer Expert Adviser Evaluation Form

Due on the First Day of School

Student _____

Expert Adviser _____

Adviser Signature _____

Expert Adviser Evaluation Form—To be Completed By Adviser

The mentorship program stresses the importance of workplace expectations as a vital part of preparing students for life after high school. We thank you in advance for your time in evaluating the student in these areas.

Please place this evaluation in a sealed envelope for the student to give to the teacher.

Grading Scale A= Exceeds Expectations B= Meets Expectations C= Needs Improvement U= Unacceptable	A	B	C	U
	Criteria			
1. Attendance - Comes to mentorship activity when scheduled, arrives and leaves on time, notifies adviser in advance of unplanned absences.				
2. Character – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.				
3. Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.				
4. Cooperation – Emotionally calm, patient, and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with adviser and/or peers; works well in small and large groups alike.				
5. Teamwork – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, seeks opportunities to learn, and demonstrates mannerly behavior.				

Additional Comments:



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Monthly Record Sheet

Due on the last day of the month (September-April)

Student _____

Month _____

Adviser Signature _____

Date	Hours Completed	Activity	Reflection



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Monthly Expert Adviser Evaluation Form

Due on last day of every month (September-April)

Student _____

Expert Adviser _____

Adviser Signature _____

Expert Adviser Evaluation Form—To be Completed By Adviser

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Additional Comments:
