Thank you for thinking about volunteering to mentor a project. Faculty Mentors are a key component to the success of Class I Projects; you can think of your role as being advisory in nature, as essentially you will help your senior project advisee to shape his or her proposal before it goes to committee, and then help to guide him or her through the process until the end product is executed successfully. No faculty member may act as Mentor for more than two projects.

As a mentor, we hope that you will be able to help reiterate to your advisee(s) that the Project is not an easy way out of traditional class work but, rather, a great opportunity to explore an area of interest that falls outside of the traditional academic program at Nobles in a thoughtful and rigorous way.

You, as a faculty mentor, should have a sufficient amount of knowledge of the topic that your mentee chooses to help advise that student in a meaningful way.

Before saying “Yes”, the Faculty member should:

- Review the Class I Project Guidelines to gain an understanding of what the expectations are for various genres of projects: teaching assistant, off-campus internship, in-depth academic research study, music, visual arts, etc.

- Meet with the student(s) at least once prior to the proposal due date to review the ideas for the project.

- Keep in mind that students are exchanging academic class work for Class I Project work, and while some projects may not be purely academic in nature, they should adhere to the same standards of rigor that we expect in our classes.

- A few questions to ask yourself and/ or the student, prior to embarking on the proposal portion, might be: Is the student independent enough to take on a senior project? Is the scope of the proposed project appropriate and realistic? Are there any physical risks involved in the project? Will there be legal stumbling blocks? Will the student’s motivation wane—if so, what could be done to make sure it does not?

Upon agreeing to mentor a project, the Faculty Mentor should:

- Help your project advisee(s) with the crafting of the proposal so that it will meet the standards set forth by the committee.

- Help the student(s) with any changes to the proposal if the committee returns it for revision.

- If the project is off-campus please plan to make contact with the off-campus Supervisor immediately (contact must be made before the Project can be
approved), and thereafter as necessary. It is our hope that you would visit the site one time during the course of the Project.

**For the Duration of the Project (in Quarter 4), the Mentor should:**

- Schedule a *weekly meeting time* and maintain weekly contact with the student. The student should include this period when blocking out the weekly schedule for the proposal.

- Assess the student's progress through these meetings and through check-ins with the Supervisor if off-campus, and determine whether the project should be terminated or reviewed by the committee if progress is not satisfactory.

- Review the student's final product and provide guidance if necessary to ensure it is sufficient and appropriate.

- Provide a written evaluation/assessment at the mid-point of the project and again at the end when you have seen the student's final product.

- Once started, a project has course status and must be completed to the satisfaction of Supervisor, Mentor, and Certification Committee.

*If, at any time, you have questions or concerns about mentoring in general, a project, or a particular student, please contact me!*