

SCIENCE RESEARCH EXPECTATIONS/RESPONSIBILITIES

MENTORS:

Mentors will include professional scientists with PhD who will provide research questions for students that relate to the mentor's own area of research, will avoid socially controversial projects and will determine what aspects of the research project are reasonable and prudent for a high school student to participate in; i.e., are reasonably free of life threatening situations or hazards.

Mentors will also instruct student(s) in proper laboratory practice and assure that their student(s) consistently observes all safety practices and report any infraction of safety practices to the Science Research Coordinator/Supervising Teacher of the student's high school.

SCHOOL PROJECT COORDINATOR/SUPERVISING TEACHER:

Teachers will provide instruction on the concepts and skills necessary for students to follow the mentor's directions. They will provide instruction on the safety concerns and proper techniques relating to the lab skills taught in the classroom, provide guidance and assistance for students in selecting a mentor, provide guidance and assistance for students in selecting a research question, designing and conducting the research project. They will provide coordination and oversight between the student and the mentor as well as monitor the progress of the student's research and the student/mentor relationship. They will provide mentors and students with the opportunity for program evaluation and modification.

Supervising teachers also have the responsibility to place students in appropriate research projects and avoid socially controversial projects. Together with the mentor, the supervising teacher will identify any hazards inherent in the research project and with the assistance of the mentor will make certain the student has been properly trained to protect the student's health from those hazards. In addition to this, the supervising teacher is responsible to spot check and follow-up with the student and mentor to confirm the educational mission is being achieved as well as conferring with the student that the assignment is suitable. Any complaints or problems registered by the students should be addressed immediately.

STUDENTS:

Students are expected to acquire knowledge of the concepts and the skills necessary to conduct the research projects, to select a research project with the guidance of a mentor, and to conduct the research. Students are also expected to conduct themselves maturely and responsibly at their high schools and at any off site activity including their mentor's laboratory, to establish and maintain regular communication with their mentor on the progress of the project, to dress in appropriate attire and to arrive and depart as scheduled. In the event that he/she will be absent, the student is expected to notify the mentor and supervising teacher (as early as possible). Students are also responsible for arranging their own transportation to and from the mentor's research lab. The Pawling Central School District will be held harmless by the student and his/her parent/legal guardians from any injuries or claims associated with the student's providing his/her own transportation. Students are expected to follow all safety instructions and observe all safety practices. Students are expected to report to their mentor and project coordinator/supervising teacher any situation or condition for which the student is uncomfortable. If the student is assigned to a research project and the student feels it is not a good fit (is uncomfortable with the mentor or the nature of the research), the student needs to immediately notify the project coordinator/supervising teacher and find another mentor. If the student has a special health condition i.e., allergies, pregnancy, the student must notify his/her supervising teacher and mentor who will determine if the student has needs that exceed the high safety standards of the typical scientific research lab. If their exposure to risks cannot be sufficiently modified, their placement in the program will be changed. Failure to follow the above instructions, the mentor's safety instructions, or those of the supervising teacher will result in the student's immediate dismissal from the program.

Mentor-Mentee Agreement

Agreement between _____ (mentor) and _____ (mentee).

Mentors provide an invaluable service to our students. Our program could not work without their assistance. The role of a mentor includes the following:

- Helping students learn background information relating to their project.
- Providing training related to specific techniques related to the mentor's area of expertise.
- Helping students design and complete an independent research project.
- Complete mentor entry forms for a variety of high school science research competitions.
- Assisting with editing the student's research paper.
- Clearly establishing expectations of students, and communicating with the student and research teacher as to whether expectations have been met.

Mentees, in turn, agree to the following responsibilities:

- Performing all recommended tasks in a timely manner.
- Maintaining frequent communication with the mentor.
- Arriving on-time and prepared for all meetings.
- Working within the constraints of the mentor's schedule.
- Allowing at least two weeks for completion of all paperwork and review of research paper.
- Fulfill all agreed expectations.

Objectives: *We hope to achieve the following:*

Method (s) of communication:

Frequency of communication:

Duration of mentor-mentee relationship:

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

SCIENCE RESEARCH PROGRAM

Parental Notice and Hold Harmless Agreement

This letter acknowledges that _____ (student's first and last name) has permission to participate in the Pawling High School Science Research Program. I/we understand that our student will participate in the program where some research activities may occur with research organization(s) and away from the high school campus. It is further acknowledged that our student will be working with the Mentor Organization staff, that are not certified high school teachers. As a condition of participation our student understands that he/she will be under the supervision of mentor's name and the research organization staff and agrees to follow their instructions, practices and procedures. It is further understood that a violation of any safety instructions will result in our student's immediate dismissal from the program. It is further acknowledged that our student may be working in real life, actual scientific research. He/she may be exposed to chemicals, material, biological agents and contaminants, and other health hazards that he/she would not be exposed to in the traditional high school classroom. We agree to hold the Pawling School District harmless for any bodily injury, personal injury, or property damage that might occur while our child participates in this program. It is further understood and agreed that our student will need to provide his/her own transportation and that no district transportation is a part of this program. We agree to hold the district harmless for any property damage, bodily injury or personal injury occurring while our child is transporting or being transported to and from the research project. If our child is going to be driving, we acknowledge and agree that we have liability insurance on the vehicle being driven. The vehicle in question does carry a statutory minimum liability limit which is written with the following company:

Name of Automobile Insurance Co.: _____

Policy No: _____

We agree and understand that the insurance on the vehicle is primary and we will be responsible for any physical damage, repairs, maintenance and any other expenses arising from transportation associated with this program. We agree to hold the district harmless for any liability arising out of the acts of our student while participating in this program.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Dear Parents,

As your son/daughter who is enrolled in the Science Research Class approaches the time of establishing contact with a mentor, we think it is important for this mentor to have the information contained on your student's emergency card that is on file with this high school. Information about allergies, contact phone numbers, etc. will probably never be needed, but it is best to be prepared.

If you give your permission for us to photocopy the emergency card and share it with the chosen mentor stressing the confidential nature of the information, please sign and date this letter and return it immediately to your student's research class teacher.

Many thanks.

Science Research Class Teacher

Parent/Guardian Signature

Date

**STUDENT'S EVALUATION OF MENTOR
PAWLING HIGH SCHOOL
SCIENCE RESEARCH CLASS**

Student Name: _____ Date: _____

Mentor Name: _____ Phone: _____

Institution/Company: _____

Pawling High School Advisor: Gillian Rinaldo

PROJECT TOPIC:

1. How long have you worked with this mentor? _____
2. How frequently do you meet with your mentor? _____
3. Nature of meetings with mentor? _____
4. What tasks and/or projects have you been involved with this quarter?
5. Does your mentor give you clear instructions?
Always Usually Seldom Never
6. Does he/she answer your questions?
Always Usually Seldom Never
7. Does he/she express appreciation to you for the work you do?
Always Usually Seldom Never
8. Do you feel your project is challenging your talents and abilities?
Always Usually Seldom Never
9. What new skills and/or insights did you gain from working with your mentor this quarter?

10. How would you rate your mentor experience this quarter?

Excellent

Good

Fair

Poor

Don't Know

Explain your rating:

11. How would you rate the quality of your work on this project this quarter?

Excellent

Good

Fair

Poor

Don't Know

Explain your rating:

Other comments?

CAN THIS FORM BE SHARED WITH YOUR MENTOR? _____ **yes** _____ **no**