

# Reservoir High School

11550 Scaggsville Road Fulton, Maryland 20759 (410) 888-8850 FAX (410) 888-8849



Reservoir High School  
Gifted and Talented Program  
11550 Scaggsville Road  
Fulton, MD 20759

Dear Mentor,

Thank you for agreeing to serve as a Mentor for a Reservoir High School student. I know that the internship will result in a valuable experience. Feel free to contact me at any time using any of the methods listed below.

Students in the Intern/Mentor Program not only volunteer five hours a week at the internship in exchange for the opportunity to obtain professional mentor experiences, they are also completing academic assignments to develop their researching, writing, and presenting skills. Included with this package are documents that provide a quick glimpse of some of the expectations for both Mentors and Interns, including: *Mentor Obligations*, *Ways Mentors Can Assist Interns to Conduct Research and Develop Products*, *One Year Student Assignments at a Glance*, and the *Student Evaluation by Mentor*. Mentors do assign fifty percent of the student's grade for each quarter. The Interns are responsible for getting you the grade sheet and returning it to me. A sample of the grade sheet is included.

Thank you again for generously allowing a Reservoir student to serve as an Intern with you. It is people like you that make a difference in education.

Sincerely,

Dr. Melissa Kiehl  
Gifted and Talented Education Specialist  
mkiehl@hcpss.org  
Phone: 410-888-8850  
FAX: 410-888-8849

## **MENTOR OBLIGATIONS**



Provide a hands-on experience at the worksite for five hours a week



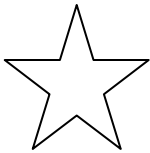
Provide print, non-print, and human resources for the knowledge base



Guide the student in a research project



Verify content on selected assignments



Submit a grade evaluation sheet every quarter



Provide the student with feedback and performance evaluation



Evaluate the final paper and project with the student

## **Ways Mentors Can Assist Interns to Conduct Research and Develop Products**

- Guide the student with readings, problem finding, and problem definition.
- Help the student identify a topic for a synthesis paper which will enable the student to develop an increased knowledge base.
- Assist the student in gaining access to sources of information, including professional libraries, journals, Websites, names of organization, etc.
- Introduce the student to colleagues who may act as supplementary advisors.
- Invite the student to meetings, conferences, or other forums which will familiarize the student with how knowledge is developed and disseminated.
- Enable the student to witness and, whenever possible, participate in activities at the mentor site, which might include producing an advertisement, watching a surgical operation, assisting in scientific research, encoding and analyzing data, etc.
- Teach the student specialized language and terminology which will enable the student to understand activities at the mentor site.
- Guide the student in the development of a Project Proposal.
- Meet with the student regularly and notify the G/T Resource Teacher if there are any problems with punctuality, attendance, and/or attitude.
- Guide the student toward personally rewarding experiences where challenges are met, skills developed, problems solved, and relationships established.
- Help the student review and revise goals when necessary.
- Help the student understand the steps involved in preparing for your career, advise the student on an educational plan appropriate for your career.
- Assist the student in becoming a primary investigator of real problems.
- Guide the student in the development of a final product for communication to authentic audiences, assist the student to imagine an appropriate audience for his/her work.
- Evaluate the student's work regularly using the Student Evaluation By Mentor form quarterly, as well as the final Project.
- Contact the G/T Resource Teacher whenever you need assistance, support, or ideas about how to proceed.

# **Gifted and Talented Intern/Mentor Program**

## **Major Student Assignments at a Glance**

### **FIRST QUARTER (SEPTEMBER-NOVEMBER):**

Business letter written to a professional organization requesting information about the research topic and no fewer than TEN addressed, stamped envelopes with copies of the business letter to be sent to professional organizations.

At least ONE interview conducted and transcribed.

Annotated Source List of at least 20 sources.

Research Proposal—Describe the plan for research in the student's area of interest, name a proposed research paper topic and name a proposed final product.

### **SECOND QUARTER (DECEMBER-JANUARY):**

County wide research presentation (November).

Final copies of the Research Proposal and Annotated Source List (with 35 sources).

Abstract of the research project and artifact that also identifies a target audience.

Outline of Synthesis Paper with first and last paragraphs.

### **THIRD QUARTER (FEBRUARY-MARCH/APRIL):**

First draft of Synthesis Paper

Proposal to Present at an Academic Meeting.

Timeline of Project and Artifact Development.

Final copy of Abstract.

Sketch of Display Plan.

Oral Presentation for a class

### **FOURTH QUARTER (APRIL-MAY):**

Final Synthesis Paper

Display Board

Evidence of Research Project including Artifact/Final Product and Written Feedback of presentation to an authentic audience and the mentor.

**Student Evaluation by Mentor: \_\_\_\_\_ Quarter Marking Period  
Gifted and Talented Intern/Mentor Program**

**Student's Name:** \_\_\_\_\_ **Reservoir High School**

**Mentor's Name (please print):** \_\_\_\_\_

Using the checklist below, evaluate the student's overall performance for the Quarter Marking Period. Feel free to elaborate, and please share this evaluation with the student.

**An "A" Student:** (90-100%)

- **Consistently** contacts the Mentor and meets the required monthly hours.
- **Consistently** demonstrates initiative by asking questions and showing evidence of ongoing research.
- **Consistently** perseveres in the face of setbacks; sees a task through.
- **Consistently** seeks experiences and resources
- **Consistently** shares assignments with the Mentor to gain feedback: Annotated Source List, Research Project Proposal, Synthesis Paper, Abstract, and Assessments.

**A "B" Student:** (80-89%)

- **Usually** contacts the Mentor and meets the required monthly hours.
- **Usually** demonstrates initiative by asking questions and showing evidence of ongoing research.
- **Usually** perseveres in the face of setbacks; sees a task through.
- **Usually** seeks experiences and resources.
- **Usually** shares assignments with the Mentor to gain feedback.

**A "C" Student:** (70-79%)

- **Sometimes** contacts the Mentor and meets the required monthly hours.
- **Sometimes** demonstrates initiative by asking questions and showing evidence of ongoing research.
- **Sometimes** perseveres in the face of setbacks; sees task through.
- **Sometimes** shares assignments with the Mentor to gain feedback.

**Overall Evaluation:** \_\_\_\_\_ **A** (Excellent Performance) \_\_\_\_\_ %  
**and percentage** \_\_\_\_\_ **B** (Good Performance) \_\_\_\_\_ %  
\_\_\_\_\_ **C** (Satisfactory Performance) \_\_\_\_\_ %  
\_\_\_\_\_ **Less than Satisfactory Performance:** Please explain below.

**Additional Comments:** Your comments provide valuable reflection for the student and teacher.

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**Mentor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Dr. Melissa Kiehl, GT Education Specialist**  
*Reservoir High School*  
*11550 Scaggsville Road, Fulton, MD 20759*  
office: (410)-888-8850  
fax: (410) 888-8849  
e-mail: [mkiehl@hcpss.org](mailto:mkiehl@hcpss.org)

Recorded by teacher: \_\_\_\_\_

**MENTOR INFORMATION FORM**

Gifted and Talented Intern/Mentor Program

Howard County Public School system

This information is requested to facilitate student placement in the GT Intern/Mentor Program. **Feel free to attach a resume rather than filling in information below.** To ensure the safety of students and mentors alike, we respectfully request you complete and return the information to:

**Dr. Melissa Kiehl, GT Education Specialist**

Reservoir High School

11550 Scaggsville Road, Fulton, MD 20759

office: (410) 888-8850 fax: (410) 888-8849 e-mail: Melissa\_Kiehl@hcpss.org

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Educational Background: \_\_\_\_\_

Last Five Years Work Experience (Please list previous employers if not with present employer five years.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(OVER)

Potential Student Involvement (How might you involve the student in your work environment?)

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For your protection and the protection of Howard County employees and students, we respectfully request your response to the following questions.

Have you ever been convicted of a crime? **Yes**  **No**   
(Do NOT include minor traffic violations.)

Have you ever been dismissed or asked to resign? **Yes**  **No**

If you responded “yes” to either of the above questions, please provide details.

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