



Handouts

Things Only the Mentor Can Provide

Even the most motivated student needs help from you to do their personal best on the job. Things only you as the mentor can provide include:

- ★ Specific and concrete goals
- ★ Projects which promote new skills
- ★ Projects that keep the student involved
- ★ Feedback on the student's progress, strengths, and weaknesses
- ★ Clear boundaries for acceptable and unacceptable behavior
- ★ Effective ways to cope with inevitable frustrations and problems
- ★ Open channels of communication with you

Techniques for Setting Limits

Like everyone, students need boundaries and guidelines for behavior in the workplace. The manner in which those guidelines are set for the student is your responsibility. Here are some recommendations:

- ★ Describe responsible behavior for the situation in question
- ★ Ask the student to take responsibility for a solution when faced with a problem
- ★ Draft an action plan for improvement with the student
- ★ Engage an educator and/or parent as necessary



Supervising Students with Disabilities

- ★ Acknowledge your concerns about working with students with disabilities
- ★ Learn about the specific disability
- ★ Use the student as the expert on working with the disability
- ★ Serve as a resource for working with students with disabilities
- ★ Negotiate realistic expectations for productivity and performance
- ★ Contact the student's school counselor for information and advice, if necessary

Feedback

Feedback is most useful when it is frequent, honest, and constructive. Use the Work-Based Learning Plan to give constructive feedback. Here are some strategies you can use:

- ★ Meet with each student on a regular basis
- ★ Review what each of you sees as progress
- ★ Define areas that still need improvement
- ★ Make concrete suggestions for improvement
- ★ Write a list of things to work on in the next month



Evaluating the Learning Experience

Employers can use the Work-Based Learning Plan to evaluate the student. Students can use the Work-Based Learning Plan to evaluate their own performance. The student's perspective on his/her experience in the workplace is just as important and helpful as your own. At the end of the experience, ask your student the following questions:

- ★ What have you learned?
- ★ How would you rate yourself?
- ★ What do you enjoy about this job?
- ★ How would you evaluate your own work performance?
- ★ Where do you need to improve?
- ★ What would you change about this job?
- ★ Would you like this job a year from now? Why?
- ★ What is the hardest thing for you on this job?