

YOUTH SERVICES High School Student Online Services Teacher Mentor Contract

In an attempt to meet the state of Louisiana's graduation requirements, selected students are being afforded an opportunity to participate in online coursework. You have been selected to serve as a Mentor to these students while they complete their coursework. The role of the Mentor is very important and as such, great care needs to be taken while serving in this role. You will be responsible for meeting regularly with the students to make sure the students are successfully progressing through their courses.

It is crucial that the students who have been afforded the opportunity to participate in this online program are closely monitored and follow the rules and expectations established by the school and _____, the online service provider.

Additional Mentor responsibilities include:

- Monitoring student internet usage and assuring that no access is granted beyond the assigned course assignment;
- Serving as liaison between the school and the online service provider instructors;
- Directly supporting and motivating students;
- Monitoring progress of students;
- Helping students with time management by encouraging them to stay on track with their online course schedules;
- Meeting regularly with students to discuss any issues or problems they may be having;
- Relaying any pertinent student issues to online service provider instructors in a timely fashion;
- Making sure students have regular access to computers with reliable Internet access;
- Providing complete student enrollment information;
- Staying on top of student start dates and end dates;
- Being the decision maker about cheating, plagiarism, and other Honor Code violations;
- Transcribing final student grades to the school's system.

The undersigned teacher/mentor acknowledges that she understands and will adhere to the expectations set forth in this contract and that failure to do so could result in disciplinary action as severe as termination.

Signature	Printed Name	Date
Facility/Staff Assigned to Student	Date(s) of Service	
_____	_____	
_____	_____	
_____	_____	