



## The Role of the Independent Study Mentor

To: The Mentor chosen by The Sage School Student

From: The Sage School Administration

Dear \_\_\_\_\_,

Thank you for your willingness to assist a Sage School student in their quest to learn about their area of interest. The role of the Mentor is essential to the success of the student's Independent Study. In fulfilling a dual role as a student's on-site Mentor and Supervisor, you will play an active and critical part in the student's learning experience as the student completes his/her project. Moreover, as a professional in the student's chosen area of study, you will impart invaluable information to the student and give him/her a realistic concept of what it is like to work in your field. We understand the time commitment and effort needed to commit to such a venture, and appreciate your time.

### **As a Mentor, we ask you to accept the following responsibilities:**

1. Discuss mutual expectations for the project with the student.
2. Provide guidance, advice, and supervision for the student on Friday afternoons from 1-3 pm throughout the trimester
3. Complete the Mentor's Evaluation form at the end of the project.
4. Notify Nancy Linscott of any concerns or issues immediately at [nancy@thesageschool.org](mailto:nancy@thesageschool.org) or 208-788-0120.

### **Please note the following additional information concerning the project:**

1. The student is expected to follow through on their Independent Study plan with you- by showing up with any needed materials, bringing an open attitude, and a willingness to learn.
2. The student should approach his/her project work with a high degree of professionalism and responsibility. Attendance and punctuality are essential. *Communication about any changes of plan due to illness or other absence is the student's responsibility.*
3. The student may not be paid for project work.

4. The Mentor may be a relative of the student, although the same level of professionalism and respect for the Mentor is expected.
5. The student is bound by the school's behavior guidelines and expectations as described in our Family Handbook. The student's failure to comply with these guidelines and expectations may jeopardize the successful completion of the project.
6. Any student who doesn't successfully complete their project, to their Mentor's satisfaction, will NOT receive credit for the Independent Study and will need to re-commit a project on their own time.
7. Financial costs incurred during the study are the responsibility of the family, not the school. Please work out any anticipated costs with the parents before the project begins.

We trust that the student's work will be beneficial not only to him/her, but also be valuable and rewarding to you as the Mentor. If that is not your experience, please contact us immediately - the School can terminate the Independent Study if the student is not living up to their commitments. Thank you for your support of The Sage School's Independent Study offerings on Friday afternoons. If you have any questions or concerns during any phase of the project, please do not hesitate to contact Nancy Linscott at (208) 788-0120.

Again, Thank you for your time.

Sincerely,

Nancy Linscott  
Independent Study Coordinator  
The Sage School  
208.788.0120  
[nancy@thesageschool.org](mailto:nancy@thesageschool.org)

*The Sage School Mission:*

*"We honor adolescence as a critical developmental window for learning essential academic, cognitive, social, and emotional skills. The Sage School creates a thriving environment for students through a challenging, authentic curriculum centered on human ecology and engaging experiences designed specifically to promote self-awareness, community responsibility, and a sense of place."*