Professional Career Development Program

CONTRACT

Students will:

- Volunteer an average of 10 hours per week for a total of 300 hours for the year at the direction of the mentor, on a schedule negotiated with the mentor.
- Complete a monthly time record, and submit it with the mentor’s signature no later than the 10th of the following month.
- Participate in the following workshops and activities provided by the Career Center:
  - Fall Professional Career Development Program Orientation
  - Time Management Workshop (1 hr.)
  - Professional Etiquette Part 1 (1 hr.)
  - Professional Etiquette Part 2 (1 hr.)
  - Focus 2 Workshop (1 hr.)
  - Planning for Graduate School Workshop (1 hr.)
  - How to Prepare for Diversity Forum
  - Diversity Forum
  - Presentation for Internship Experience and Project

Mentor will:

- Provide projects and monitor volunteer hours to ensure 300 hours for the year.
- Provide projects that build the skills of the student.
- Meet with the student no less than once a week to review and counsel the student.
- Be available to review and sign time records in a timely manner.
- Evaluate the student’s participation and contribution quarterly. Provide brief reviews at the end of fall, winter and spring quarters.
- Allow the student to flex their schedule to attend workshops offered by the Career Center listed above.
- Agree to ensure that these activities augment current student employment/internships and do not replace current student positions.

Failure by a student to meet the terms of this contract can result in the termination of the scholarship.

I understand and agree to the terms set out in this contract.

Student ___________________________ Mentor ___________________________
email ___________________________ email ___________________________