



REF Foundation Inc
P O Box 3088
Alpharetta, GA 30023

678-809-2110
www.reffoundation.org

Mentor Expectations Agreement

REF Foundation, Inc. (Please Make a Copy for your Records)

REF FOUNDATION, INC and MENTOR agree to cooperate in providing a work-base learning experience for high school trainees through the Apprenticeships in Science, Mathematics and Engineering Program ("ASME").

REF FOUNDATION, INC agrees to:

- Administer program operations, including student recruitment, enrollment, problem-solving and oversight.
- Provide INTERN(S) and MENTOR an orientation to the ASME program.
- Provide Teacher Monitors to serve as program facilitators and provide support as needed by the INTERN(S).
- Provide educational enrichment for INTERN(S) through ASME-sponsored conferences.
- Ensure INTERN(S) is covered by individual policies of general liability insurance and injury insurance and require certification of health insurance coverage, when applicable.
- Issue INTERN stipends pursuant to the rules of the program (when applicable)

MENTOR agrees to:

- ❖ Provide the INTERN(S) learning experiences that convey the nature of the scientific, technical or engineering work regularly performed by professionals employed by the mentoring organization.
- ❖ Provide a safety orientation for the INTERN(S) and ensure that work is conducted in accordance with required safety precautions and procedures.
- ❖ Orient the ASME INTERN(S) to the organization by informing the INTERN(S) of MENTOR'S policies and procedures, including workplace etiquette, appropriate dress, forms of address, regulations about food and drink, and so on.
- ❖ Designate an individual to be responsible for the direction and supervision of the ASME INTERN(S) while at the MENTOR'S site, including assigning a "buddy" to answer questions, offer advice and provide a positive role model for the INTERN(S).
- ❖ Provide a working environment free from sexual harassment and provide INTERN(S) information regarding MENTOR'S harassment policies and procedures, including who to report to should an incident occur.
- ❖ Provide a "home ASME" or work station for the INTERN(S), when applicable.
- ❖ Establish a daily schedule and mutually acceptable starting and ending dates for the internship that correlates with the designed program.
- ❖ Specify the duties and responsibilities INTERN(S) are being asked to perform.
- ❖ Make appropriate arrangements to safeguard confidentiality, if proprietary information is involved with the internship.
- ❖ If desired, train the INTERN(S) to keep a log in the style appropriate to the work being done.
- ❖ Identify pertinent reading materials, including some background material appropriate to an advanced high school level.
- ❖ Meet with the student weekly to answer questions and review his/her progress.
- ❖ Arrange for the INTERN(S) to participate in any ASME Midsummer Conference(s) when applicable.
- ❖ Assist the Mentor in evaluating the INTERN(S)' performance-when applicable. Notify the Monitor immediately of any problems.
- ❖ Allow the INTERN(S)' parent(s) or guardian(s) to visit the site at least once prior to or during the internship (upon request).
- ❖ Notify INTERN(S)' parents and the ASME Program immediately if the intern is taken to a doctor/hospital and/or treated for any injury/illness.

Both Parties Mutually Agree:

The ASME program is designed to provide high school students with an ASME learning experience planned and administered by qualified individuals to achieve educational objectives. ASME INTERN(S) is not intended to replace or substitute for employees of MENTOR.

No party shall engage in discrimination in the treatment of any participating INTERN(S) connected with the ASME Program, including the selection process. (Discrimination means any act that *unreasonably* differentiates, in form or operation, ASME on age, handicap, national origin, race, marital status, religion, sex or sexual orientation).

MENTOR(S) may request dismissal from the ASME Program of any INTERN(S) who, in the MENTOR’S judgment, is not performing satisfactorily or who refuses to follow MENTOR’S policies and procedures. Such requests should be made in writing to the REF FOUNDATION, INC a statement of the reason(s) that shall not be based on prohibited discriminatory treatment.

INTERN(S) is responsible for their own transportation, parking, and other expenses associated with the ASME experience.

MENTEE:

I acknowledge that I have read the Mentor Expectations Agreement:

Signature and date (Mentee)

Printed name and title (Mentee)

Organization / Institution

MENTOR:

I acknowledge that I have read the Mentor Expectations Agreement:

Signature and date (Individual Mentor)

Printed name and title (Individual Mentor)

Organization / Institution

REF FOUNDATION REPRESENTATIVE:

I acknowledge that I have reviewed the Mentor Expectations Agreement with Mentee

Signature and date (REF Foundation Representative)

Printed name and title (REF Foundation Representative)

Organization / Institution

The INTERN involved in the ASME Program is not employed by REF FOUNDATION, INC. REF FOUNDATION INC. is not liable for mentee’s acts, omissions, or conduct.

Shniece Fraiser-Stokes
Executive Director, of ASME Program
REF Foundation Inc.