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**Key People and Contact Information**

Kim Lansdowne, Executive Director, Herberger Young Scholars Academy (HYSA)
Email:  Kimberly.lansdowne@asu.edu
Phone: 602-543-2816

TBD, Executive Coordinator, Herberger Young Scholars Academy
Email:
Phone: 602-543-____
**Introduction to Mentorship Program**

75-100 hours of service is required to complete the HYSA A Level Mentorship Program.

HYSA’s mentorship program is designed to help Mentees enhance their skills in:

- Research
- Academics
- Personal and leadership development

We believe that Mentees, within a collaborative and cooperative mentorship program, will excel at academics while reaching their full intellectual, mental, social and emotional potential. HYSA believes that participation in a committed long term mentor-mentee relationship will positively contribute to potential admission into Barrett, The Honors College and other top universities.

Weekly seminars and reflective writing assignments help HYSA Mentees process and learn from experiences while correlating service into their future program of study and career goals. This mentorship fulfills community service hours required by some university programs and scholarships. There are no exams or textbooks, however Mentees will earn a grade. This grade will be determined by both the mentor and the HYSA coordinator.

**Benefits to Mentee (Student):**

- Experience a Tier 1 research institution
- Participate in authentic research while working side by side with an ASU professor
- Build a resume
- Gain valuable leadership skills
- Explore careers of interest
- Develop professional relationships and interpersonal skills
- Develop critical thinking skills

**Benefits to Mentor (Faculty)**

- Mentorship experience
- Assistance with research
- Expansion of research community within his/her laboratory
- Excellent “Broader Impacts” for Federal Grant Applications

**Benefits to ASU and the Community**

- High school students making an authentic contribution to real life research
- Expansion of STEM engagement
- Increase scientific literacy in the future workforce
Mission and Vision of the Gary K. Herberger Young Scholars Academy

Mission

To provide highly gifted young people advanced educational opportunities commensurate with their abilities, strengths and interests.

Vision

Gary K. Herberger Young Scholars Academy will forge an innovative, powerful and effective model of education as a global leader in developing programs that serve highly gifted Mentees. Mentees will learn to be globally minded citizens who will contribute to the community, the university, the state and the world. Academic intelligence will continue to be central and critical in our efforts to keep pace with ever changing global concerns. The Herberger Academy commits itself to the vision for its future and the future of its Mentees.

Major Components of HYSA Mentorship Program
Mentorship Program Responsibilities

Mentee Responsibilities

- Commitment to actively participate in research or pre-approved project.
- Commitment to work two to three hours per week with mentor. This requirement may be spread across the month/semester.
- Maintain regular and open communication with the Mentor, including responding promptly to emails, or via whatever form of communication is agreed upon.
- Prepare for end of year presentation and/or display for Mentorship Program Open House/Gallery in April.
- Complete journal weekly. Share journal entries with Dr. Lansdowne, parents and mentor. Have each initial the entry.
- Schedule a meeting (every other week) with Dr. Lansdowne to go over journal entry.
- Take responsibility for own growth and success.
- Best behaviors at all times, remember - YOU are representing HYSA!
- Keep GPA as high as possible and understand that if overall cumulative GPA gets below 3.00 for a semester, dismissal from the mentorship will occur.

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<tr>
<th>Weekly requirements:</th>
<th>With Mentor</th>
<th>Total</th>
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<tbody>
<tr>
<td>Weekly research meeting (1-3 hours)</td>
<td>1-3 hours</td>
<td>3 hours</td>
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<tr>
<td>Meeting with Coordinator (every other week)</td>
<td>30 min</td>
<td>3 ½ hours</td>
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<tr>
<td>Reading on research topic</td>
<td>30 minute</td>
<td>4 hours</td>
</tr>
<tr>
<td>Journal weekly on specific topics (provided)</td>
<td>30 min</td>
<td>4 ½ hours</td>
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Director (Dr. Lansdowne) Responsibilities

- Prepare yearly plan and make necessary adjustments according to school calendar.
- Introduce the program to Staff – During first week of school
- Mentees Identification – During month of September
- Parent information session - First month of School
- Secure professors to serve as mentors
Hold parent meetings once per semester to update and provide information

**Mentor Responsibilities**

- Review responsibilities of Mentee, Coordinator and Director
- Identify a suitable research or related project in collaboration with the mentee, and the Coordinator, as applicable
- Report and issues that arise promptly to the Coordinator
- HYSA will send assigned Mentee name no later than September 30
- Track (and initial) Mentee’s performance via journal entries
- Complete bi-weekly progress report
- Meet weekly with Mentee from October 1- December 1, January 1-April 1
- Help Mentees prepare for end an end of year presentation and/or display for Mentorship Program Open House/Gallery in April

**Parent Responsibilities**

- Read through this entire document
- Encourage your child to regularly respond to his/her responsibilities
- Notify the HYSA coordinator if there is a change of address or other contact information or any other change in the family that might affect your child’s participation in the program.
- Attend parent meetings
- Track (and initial) Mentee’s performance via journal entries
- Help Mentees prepare for end an end of year presentation and/or display for Mentorship Program Open House/Gallery in April

**Communication Process**

- Informational packets will be sent to Mentees’ parents via email
- Signed consent forms must be sent back to HYSA by September 30
- Parents will attend an information session

**Dismissal**

Mentee will be dismissed from the mentorship program if:

- Mentor refers Mentee for dismissal by the program
- Mentee does not attend meetings without any excuse (unexcused absence must be pre-arranged and approved)
- Mentee does not do his/her academic and other duties/assignments
- Mentee’s overall cumulative GPA gets lower than 3.00
- If a Mentee gets in school or out of school suspension
Herberger Young Scholars Academy

MENTORSHIP PROGRAM AGREEMENTS

MENTEE

I have reviewed all of the responsibilities and expectations about the HYSA MENTORSHIP PROGRAM. I understand, acknowledge and agree to abide all of the responsibilities and expectations, which are written in the “Responsibilities of Mentees” section. Moreover, any failure to follow Mentees’ responsibilities may result in my dismissal from the program.

Mentee’s Name, Last Name: __________________________

Signature: ___________________ Date: ___/___/______

PARENT

We (I), the parent(s)/guardian of __________________________, we (I) have reviewed all of the responsibilities and expectations about the MENTORSHIP PROGRAM. We (I) understand and acknowledge and agree to abide all of our (my) responsibilities as a parent, which are written in the “Responsibilities of Parents” section. Also We (I) agree to regularly communicate with the Mentor Coordinator (Dr. Eddis) and encourage and support our (my) child to actively participate in the mentorship.

For liability, We (I), the parent(s)/guardian of the Mentee mentioned above, understand and agree that this a volunteer activity performed ASU professors and local business professionals. This release is intended to cover all injuries of every name, type, kind or nature, and personal property damage, if any, which may be sustained or suffered from any cause connected with or arising out of, or from participation in all of the mentorship events. I give permission for my child to participate in all activities of the mentorship, and I do not hold Herberger Young Scholars Academy or Arizona State University liable for my child.

For transportation, by signing this form parent(s) acknowledges that his/her child is transported by ASU shuttle, by the parent/guardian or Mentee. HYSA will not provide transportation off ASU campuses.

For Additional Costs, I am aware of the fact that, HYSA Mentorship Program is volunteer based program held by HYSA and I am responsible for any additional costs such as lab supplies, transportation, reading materials required by the professor, etc.

Parent’s Full Name: __________________________________________

Signature: ___________________ Date: ___/___/______

Contact Details:

Home Address: ________________________________________________________________

Phone Number: (___) ____-____ Email: ____________________________________________
HYSA Mentorship Program

MENTOR AGREEMENT

I, __________________, have reviewed all of the responsibilities and expectations regarding the HYSA MENTORSHIP PROGRAM. I understand, and agree to abide all of the responsibilities and expectations of me as a mentor and, I will voluntarily work with my assigned Mentee as a mentor.

I will work with the HYSA coordinator and contact her immediately if I have a question or if a problem occurs.

Name: ________________________________

Job Title: ______________________________

School or Department (include institution if not ASU): ________________________________

Office Phone #: (___) _____ - ______________

Work email: ______________________________

Preferred method of contact by Mentee: ______________________________

Printed Name: ______________________________

Signature: ______________________________

Date: ______________________________
Dear Herberger Family:

Congratulations, your child is an A Level student at HYSA! In addition to his/her A level curriculum and examinations, he/she will also participate in a mentorship with an ASU professor or local business professional.

To initiate this process, carefully read this entire document, sign the following agreement and return it to the HYSA by September 30.

The first HYSA Mentorship Program meeting will be held on Thursday, October 6th at 7:00 pm. Please attend this meeting with your child.

Thank you,

Kimberly A. Lansdowne, PhD
Executive Director
Gary K. Herberger Young Scholars Academy
Arizona State University | Mary Lou Fulton Teachers College
PO Box 37100 | Phoenix, AZ | 85069-7100
PH: 602.543.2816 | Fax: 602.543.6900 | kimberly.lansdowne@asu.edu
**Herberger Young Scholars Academy**

**Mentorship Program Bi-Weekly Progress Report**

Mentee Name:

Mentor Professor:

Progress Report Period (Circle One):
Week 2 4 6 8 10

<table>
<thead>
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</tr>
<tr>
<td>Mentee meets expectations</td>
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</tr>
<tr>
<td>Mentees is below expectations</td>
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<tr>
<td>Comments (optional):</td>
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<td>Fails to meet expectations</td>
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<td>Comments (optional):</td>
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_____ I have concerns about this Mentee, please contact me at:
____________________________________

_____ I have no concerns about this Mentee.

Signature: __________________________ Date: __________________________