



Community Internship Collaboration

Mentor Agreement Form - Spring 2020

Name of Business: _____
Mentor Name (Student's Direct Supervisor): _____
Mentor Phone: _____ Mentor Email: _____
Alternate Contact at Business: _____
Alternate's Phone: _____ Alternate's Email: _____
Projected Hours: _____

Please consider the following statements when preparing for an intern:

- I agree to attend the Mentor Workshop on 1/29 from 5:30-7:00 pm in room 203 at UNM-LA
- I have at least three hours per week to mentor my intern face-to-face
- I have the abilities and skills that I will be teaching my intern
- I communicate effectively and frequently with subordinates
- I can offer my intern an engaging project that is feasible to complete in 60 hours
- I can offer my intern a project that will teach them a new skill related to my business
- I can commit to supporting my intern in this project and in their final presentation this semester

If matched with a student intern, I agree to:

- Complete Project Planning Worksheet with my intern
- Set weekly goals with my intern
- Submit monthly check-in to UNM-LA CIC coordinator
- Communicate with my intern weekly and face-to-face
- Communicate with CIC coordinator monthly and if/when issues arise
- Complete mentor survey and student evaluation at end of internship
- Attend final presentation on 5/11 from 5:30-6:30 pm in room 631 at UNM-LA

Signature

Printed Name

Date

