

Guidelines for Working with Young Adults on their Culminating Projects

Please keep in mind that you are a resource, helping to direct the student's focus and connections. Do not do the work yourself.

1. Unless the parent waives the background check officially, supply the district coordinator with your address, date of birth, and social security number on the Community Advisor Acceptance Form.
2. Make your expectations clear at the beginning. Let the student know when and how you want to be contacted.
3. Call the student if you are going to be late or need to reschedule a meeting.
4. Meet in your office (with the door open), at school, or in a public place.
5. Expect the student to make arrangements that are convenient for you.
6. If you allow students to use your tools, books, or materials, make sure they understand how to treat them carefully and respectfully.
7. Remember that students are being asked to show how their project will benefit or connect to the community. You are part of that connection.
8. Make sure that your behavior cannot be misinterpreted. Be mindful of what you say, do, or suggest.
9. The school district cannot accept responsibility for providing supplies or materials or for any expense encumbered during the project. Students should not expect you to provide these items either.
10. Although the student is to communicate meeting times, places, and activities with his/her parents, you may want to make sure this is done.
11. Sign the Community Advisor Time Log to verify that the student is working with you.
12. Contact the individual school's Culminating Project Coordinator if you have comments or questions.
13. Fill out the Final Observation Form, which the student will bring to you.

Thank you so much for your time and efforts on behalf of our students.