



Jefferson Science Associates

Thomas Jefferson National Accelerator Facility

## High School Mentoring Requirements

As a voluntary mentor of a high school minor student, the employee agrees that this task is to benefit both JSA/Jefferson Lab and the student. This is to be a mutually rewarding experience with time spent in development activities revolving around the betterment of science with regard to specific scientific projects. The following are expected behaviors of a mentor at Jefferson Lab:

### ***Specific Role of the Mentor***

Model, guide, observe and give feedback, recommend developmental activities, facilitate learning, and suggest/provide resources. An outline of the job activities the student will be expected to complete during the mentorship shall be provided to the student upon arrival with a copy going to the Science Education Mentorship Program Coordinator. At the culmination of end of the Mentorship period, the student will be expected to submit a paper to the Mentor/High School or equivalent educational institution (copy to Science Education Mentorship Program Coordinator) that details the key learnings from their experience at JLab.

The mentor is expected to model appropriate behaviors and maintain a professional relationship with the student *at all times*. No unprofessional language, touching or engagement with the student in any activity that could be perceived as inappropriate interactions with a student will be tolerated. In the event the mentor or student has a concern about his/her safety, including verbal, physical, implied or actual harm of any kind, the mentor must notify the Science Education Mentorship Coordinator and Human Resources immediately. All students will be apprised of JSA's Ethics Hotline in the event the student does not feel comfortable disclosing a concern to his/her mentor and available resources to consult with if needed.

### ***Specific Role of the Mentorship Program Coordinators***

The Science Education Mentorship Program Coordinator commits to routine communications with the mentor and student to assess progress and be an available resource to assist with any needed areas. Both parties agree to attend scheduled meetings to evaluate progress as well as program activities.

### ***Safety***

The mentor is responsible for student safety and will ensure the student completes all required training before engaging in assigned tasks. High school students may only be on-site when the assigned mentor or his/her designee is present and during the business hours of Monday-Friday, 8AM-5PM. When the Lab is closed, students may not be on the premises.



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## ***Communication***

All communication between the mentor and student should be professional and occur in person, phone or by JLab email only. Exchanges using Facebook, Twitter, personal email accounts or other social networking sites are prohibited.

## ***Training***

Upon successful completion of the required training courses for the Mentor, (MGT202) and upon successful completion of a background check, he/she may begin working with the assigned student(s). Refresher training is required every 2 years.

There are important additional considerations with students less than 18 years of age (minors). By law (Fair Labor Standards Act), a minor cannot be assigned to work with certain types of hazardous machinery and equipment. High School students are not permitted to work with hazardous machinery or equipment.

A minor, age 16 or older, may be allowed unescorted access to Controlled Areas (CA) if the student has completed the requisite training (SAF800) and is part of an approved apprenticeship/mentorship program or an equivalent training plan approved by his or her school and parent or legal guardian.

Minor students are not permitted to enter a Radiologically Controlled Area.

Please refer to the Administrative Manual, Section 203.07, Students, Co-Op Programs, and Mentoring for general information and resources.

## ***Mentor Assignment***

In the event the Mentor is away from the Lab when the student is scheduled to be on-site, it is the Mentor's responsibility to ensure a *qualified* alternate designee is assigned to the student and that both the student and alternate designee make contact in advance of the mentor's absence.

Throughout the duration of the mentoring arrangement, if the mentor feels another employee would be a more suitable mentor, the mentor is to inform the Science Education Mentorship Coordinator of any planned assignment changes in advance of the actual move.

If during the course of the Mentorship the student's work scope evolves or changes, it is the responsibility of the Mentor to review the student's training record and determine if any additional training is needed to ensure the Task Hazard Analysis is adhered to or updated.

By signing this *Requirements* document you acknowledge that you understand the responsibilities of your mentorship role and duties. Failure to meet these expectations or violation of the obligations outlined in Training could result in corrective action related to your employment with JSA/Jefferson Lab including but not limited to termination.



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JSA Mentor Valerie Bookwalter Date 5/24/2021  
(print name)

JSA Mentor Valerie Bookwalter  
(signature)

Science Education Mentorship Program Coordinator Carol McKisson

Date May 24, 2021

Cc: Human Resources  
Division Associate Director  
Division Safety Warden