



## ISM Career Advisor and Mentor Information and Background Check

The ISM career advisor or mentor should be an adult who is enthusiastic about his or her profession and is willing to share his or her knowledge, insights and experiences with a student. Career Advisor and Mentors will help students adjust to and better understand the demands and environment of their field of study.

### **General Career Advisor Responsibilities Include:**

- respond to students questions in-person at Career Advisor's office, over the phone or by email averaging 30-45 minutes for one to two times per semester
- advise students regarding current trends and issues within the profession
- assist students to gain knowledge of your profession

Once a professional has agreed to ISM Career Advisor, he/she must complete an MISD background check. Please click the link below to complete this process:  
[MISD Volunteer Background Check](#)

### **General Mentor Responsibilities Include:**

- meeting with students on a regular basis - averaging about 45-60 minutes per week
- completing periodic evaluations of student's work ethic and performance
- expecting discipline from the student while fostering creativity
- functioning as a positive role model
- making student aware of current trends/issues within the profession
- providing experiences such as observations, professional meetings, hands-on activities, utilization of equipment and exposure to other facilities that would enhance the student's knowledge of the career field
- guiding students in their independent research and final product
- attending and evaluating the student's final project presentation

**Student responsibilities include:**

- being flexible and working within the time restrictions of the mentor's schedule
- dressing and behaving in a professional manner
- conducting extensive research and being knowledgeable in their chosen field
- maintaining necessary confidentiality concerning the mentorship
- providing their own transportation to the mentor's site

Once a professional has agreed to mentor an ISM student, he/she must complete an MISD background check. Please click the link below to complete this process:

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