New York Institute for Collaborative Education
Senior Internship Program
The Mentor’s Role

Thank you for considering the possibility of being a mentor to an NYICE senior intern. Amazing mentors who teach, guide, and challenge our seniors in this foundational experience are a key part of the success of our internship program. Here is what we ask of our mentors. Please feel free to reach out to me with any questions at josh@iceeducate.org.

1. Orient the intern to the organization, its policies, and guidelines, and introduce them to other personnel as appropriate.

2. Serve as the intern’s main point of contact within the organization.

3. Give the intern a variety of appropriate and meaningful assignments and responsibilities, according to the needs of the organization and the demonstrated abilities and interests of the intern.

4. Provide the intern with clear expectations and timely and actionable feedback about their job performance on a regular basis.

5. Complete NYICE’s short weekly timesheet / evaluation form to facilitate and document this feedback. Discuss areas of success and in need of improvement with the interns before submitting the form to NYICE.

6. Complete two written evaluations of the intern throughout the course of the semester, one halfway through the internship and the other in early June.

7. Help the intern resolve any issues that may arise at the site.

8. Be in contact with NYICE’s Internship Coordinator as needed, advising him if there are any issues or concerns that cannot be resolved directly with the intern, either on the weekly evaluation form or by email or phone.