

## NE STEM 4U Guidelines & Conduct

### General Expectations

All NE STEM 4U Officers and Mentors will spend a minimum of 1 day per week mentoring at a school. On average, mentors spend three hours every week for every school they are assigned to. The following breakdown of those hours is recommended:

- 1 hour of practicing the lesson and packing the tote
- 1 hour of mentoring
- 30 minutes of commute
- 30 minutes of unpacking the tote and completing the mentor surveys

You are expected to know the topics covered and the experiments conducted in the lessons. To better familiarize you with the lessons and the effective teaching techniques, the management will organize STEMinars and experiment nights. You are expected to attend **all** the STEMinars and experiment nights. If you have to miss an event, please reach out to one of the officers ahead of time and provide a clear reason for your absence.

Please be mindful of the rules set by the schools where you mentor. Different schools will have different expectations regarding mentors' and students' conduct. Specifically, know the safety instructions. Be respectful of the school's dress code. The students should look upon you as an instructor and mentor. Additionally, the school administrations view you as the representatives of the organization. Consider that while choosing your mentoring attire.

You are obligated to mentor at the assigned times and sites. If for some reason you cannot fulfill your mentoring duties during a particular period, it is your duty to find a substitute mentor. That, however, should not be a common occurrence. One of the reasons we send the same mentors to the same schools every week is to establish a relationship between the mentors and students. Take the attendance before each lesson.

Failure to meet the aforementioned standards will be sanctioned by the faculty chiefs of the organization.

Your commitment to the organization and diligence in adhering to these standards are expected. However, above all, we strive to create an environment that permits your professional growth. The core of the organization consists primarily of undergraduate students. That is taken into account while setting the expectations.

### Materials

All the materials must be handled with due diligence. Only the required amounts of supplies should be taken to schools for the lessons. Pack your totes ahead of time. Handle all the materials and the totes with care. Unless specified otherwise, bring the materials back and put them back in the designated spaces. Do not leave a mess. Report the damages to the materials and the totes to the officers immediately. Ensure proper disposal of the used materials. Some schools prohibit some disposal techniques (down the drain); in that case, bring all the waste material back to the campus and follow the instructed disposal steps. Hazardous materials (flammables, acids, etc.) are used in a number of lessons.

It is essential that you familiarize yourself with proper techniques pertaining to such materials. Before beginning the lesson, inform the students and the supervisors present about the dangers of the materials involved. Give a strong warning against not following the safety instructions. THE SAFETY OF THE STUDENTS IS THE ABSOLUTE PRIORITY. Be familiar with and follow the safety protocol in case of any accidents. Report the accidents to the officer team immediately.

### **Mentor Acknowledgments**

All NE STEM 4U mentors should acknowledge and agree to:

- Adhere to the expectations and requirements described in this document
- Attend NE STEM 4U retreats, professional development, etc. as scheduled
- Attend STEMinars (2x/mo) as scheduled unless class conflict is approved w/prior notice
- Check email at least 1x/24hrs (M-F) to stay informed about program announcements
- Complete required trainings to work w/youth (i.e. Child Protective Services/Collective for Youth)
- Access lesson plans online as needed (i.e. via Box/password-protected link, etc.)
- Successfully complete a background check to work with youth