



CCS Vocational Support

Mentor Responsibilities:

- Support students in understanding and completing tasks
- Design support tools and outlines for specific tasks (as needed)
- Model respectful and appropriate work behavior
- Encourage student to interact with supervisor/coworker (greetings/social conversations, additional task requests etc.)
- Utilize time with student to engage in pre-teaching & post-teaching
- Complete task analysis (as defined by professor)
- Complete monthly and final student evaluations (via email)
- Communicate with Professor Schuler regarding student progress, employee feedback, support/modification needs

Student Responsibilities:

- Maintain a respectful, professional, positive attitude on the job site.
- Dress appropriately and be responsible for any work related materials.
- Develop a self-starting, positive attitude and will remain motivated and interested trying new and challenging tasks.
- Maintain a 95% attendance record, be punctual and prepared.
- Be responsible and thoughtful in fulfilling their tasks/roles.
- Independently problem-solve and self advocate for support when needed.
- Attend weekly "Job Club" (Soph/Jr) or monthly meeting with Professor (Sr)
- Complete off-site activities and assignments

schuler4@tcnj.edu
609-771-2399