MSMHA Capstone Project Mentor-Student Agreement Form
Due date: Mid-May

MSMHA student: __________________________  cell number __________________
MSMHA advisor: ___________________________ office number _________ email ___________

I, the MSMHA student involved in a Capstone Project agree to:

- Fully engage in my individual ( ) or group ( ) Capstone Project.
- Formulate the preliminary Capstone Project proposal by mid-May, Year One.
- With the mentor and advisor, develop the final Capstone Project proposal and submit to the Mentoring Committee for final approval by no later than the first day of class for the Fall Semester, Year Two.
- Complete the Project Timeline Form on a Word document or PDF to officially log progress of the Capstone Project, and forward a copy to your advisor prior to your monthly meeting.
- Through established quarterly meetings with the mentor and advisor during year two, review progress utilizing the timelines provided.
- If mitigating circumstances arise, contact your advisor to arrange a meeting with you, your advisor and your mentor.
- Final draft report of the findings must be submitted to the chair of the Mentoring Committee in early April, Year Two, prior to assembling materials for the final Capstone Project presentation.
- Nature of presentations will be decided with advice from the Mentoring Committee, and could entail a short oral presentation, a poster presentation or other options.
- Submit the final Capstone Project Report Form by May 11 to be given approval to graduate at the end of year two.

I, the mentor for the MSMHA Capstone Project, agree to:

- Provide the necessary supervision, training and safety instruction in the performance of the position duties and responsibilities described in the preliminary and final proposals.
- Provide professional work exposure and technology experience.
- Ensure that the student is progressing according to the agreed upon timeline.
• Complete evaluations of the student’s performance during each semester.
• Notify the student’s advisor (listed above) immediately regarding any problematic situation that arises with the project or the student.
• Notify the student’s advisor if the student has unexcused absences from scheduled activities of the project.

Mentor’s signature _________________________________ Date __________________________
(Print name) ______________________________________
Email: _________________________________ Telephone: ___________________________

Student’s signature _________________________________ Date __________________________

Advisor’s signature _________________________________ Date __________________________