**Instructions for Submitting Time Sheets, Reports and Photographs**

**------------------------------------------------------------------------------------------------------------**

**I. STUDENT TIMESHEET & MENTOR CHECK-IN REPORTS – due week two, week four, week six and after final week\***

The purpose of these time sheets and mentor check-in is to confirm that the student is working as expected, so we can continue to send out student checks. Your Hutton Scholar is allowed to submit their own timesheet, as long as we have confirmation in the mentor check-in. Please address the following questions, and email your reports to Mary Webb Banning, Educational Program Coordinator at mbanning@fisheries.org with the subject, *“[Mentor Name]\_[Student Name] Week # Timesheet/Check-in”*

* Is your student participating as expected?
* Have there been any problems or issues we should know about?
* Are there any changes to the student’s work schedule?

*\*Please note that delaying these reports will delay checks to your students; checks scheduled to be sent to students are contingent on our receiving your reports. Thank you for your cooperation.*

**II. FINAL MENTOR REPORT – due after internship program is complete\***

**1. Your student:**

* Describe your student’s activities and accomplishments.
* Was your student a good participant in the Program? What traits factored into this?
* Did the work habits of the student meet your needs?
* Did you have a good working relationship with your student?
* How did the student’s work impact your project?
* Did you talk to your student about pursuing a career in the fisheries profession?

**2. The Hutton Program:**

* What is your opinion of the program?
* Did you take your students on any field trips to different agency sites or have them meet other fisheries professionals? If so, where and who did they meet?
* Is there anything that could have better prepared you for your mentoring experience?
* Would you be interested in serving as a mentor in the Hutton Program again?
* Would you be interested in recruiting students for the program?

**3. Your recommendation:**

* What improvements would you suggest for the Hutton Program?
* Would you recommend your colleagues to be a Hutton Mentor?

Please rate your Hutton scholar’s performance during the summer on a scale of 1-3. A score of 1 is awarded for an average performance; a score of 2 is awarded for an above-average performance, and a score of 3 is awarded for an outstanding performance during the summer.

**III. PHOTOGRAPHS AND VIDEOS OF STUDENTS AND MENTORS**

*\*Student’s will have a Google Share Folder created for pictures and videos to be uploaded.*

Submitting photographs or videos is optional, but very much appreciated. Our goal is to have at least one photo of every Hutton student and mentor. We use the photos for a slide show at the Annual Meeting, as well as for publicizing the Program through brochures, posters, reports in *FISHERIES*, and the website. Think quality before quantity. In terms of content, we would like a head and shoulders shot of both the student and the mentor, photos showing the student working, and photos of the mentor and student at work together. Please be sure to include a written description of what is happening in the photos.