

**Castle View High School
Senior Internship Program
Castle View Mentor Meeting Documentation**

Based on the agreement between the intern and mentor, at least two meetings are required during the course of the internship. More frequent contact may occur by mutual agreement of the intern and CV mentor. Please document the meetings below. If during the course of the internship you have questions or concerns, please contact the Internship Administrator/Assistant.

Intern Name _____

Meeting Date 1 _____

Length of Meeting _____

Summary:

CV Mentor Signature _____

Meeting Date 2 _____

Length of Meeting _____

Summary

CV Mentor Signature _____

Meeting Date 3 _____ (optional)

Length of Meeting _____

Summary

CV Mentor Signature _____