



**SALVE REGINA**  
**UNIVERSITY**

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**Pathways Program**

# Salve Regina University

## Mentor & Intern Handbook

Date Issued:  
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## Welcome!

Hello and welcome to the Pathways Program! Over the course of your time as a Pathways Mentor or Intern, you will be working with sophomore, junior, and senior, Rogers High School students as they progress through our multi-year tuition-free program. Established in 2022, this college access program strives to uplift and assist high-achieving students who have been historically marginalized, preparing them for admission to college and post-secondary endeavors.

Throughout the course of this handbook, you will discover our program's mission and vision, what is expected of you as a mentor or intern, as well as your role and responsibilities. Depending on your role, you will be expected to carry out certain tasks to guide and support the Pathways students.

Your role as a mentor or intern, is critical to the growth and learning experience of each Pathways student. Over the course of each academic year, you will build connections and rapport with students, learning about their goals and aspirations.

We are excited for you to join our team!

## About Pathways

Established in 2022, the Pathways Program is a three-year precollege access program in association with Salve Regina University and the Newport Public Schools. This program provides Rogers High School students the opportunity to partake in community visits, college preparation classes, and educational programs that will build upon their college readiness skills. It is our goal to provide all students with a fair and equitable learning environment that is also constructive. With the support of Salve Regina mentors and interns, we strive to prepare Pathways students for the college application process and beyond.

## Mission, Vision, and Values

### Mission

The Salve Regina University Pathways Program is a highly engaged, holistic college preparation and success program that fosters development of high-achieving students who have been historically marginalized. Our multi-year, tuition-free program prepares participants for admission to college and post-secondary endeavors.

In the pursuit of our mission, we are committed to providing an environment and program that:

- Promotes engaged learning and enhance the talents, strengths, abilities, and interests that each scholar brings to the program, while acknowledging and supporting areas for development
- Establishes and maintains rigorous academic, personal, and social principles,
- Forges mutually supportive partnerships that nurture growth, and wellness among staff, scholars and their families
- Engages scholars in a broad range of academic and cultural experiences
- Works collaboratively with partner schools, community agencies, university personnel, and college access networks; and
- Provides scholars and their families with individualized information, resources, and guidance that is necessary to be successful in their highest attainable and most compatible choices for post-secondary education and beyond.

### **Vision**

The vision of the Pathways Program is to provide students at Rogers High School with an equitable, fair, and inclusive opportunity to pursue their future college goals.

Through our work, we develop and nurture:

- Passion for learning and a commitment to academic pursuits
- Individual perspectives through critical and creative thinking, readings, discussions, personal interactions, extra-curricular and life experiences
- A breadth and depth of academic experiences in writing, literature, social and natural sciences, mathematics and cultural arts,
- Leadership skills, self-esteem, intellectual courage, self-reliance, personal responsibility, wellness, and constructive relationships,
- Personal responsibility for the Pathways community both within the program, and among its constituents and partners, and
- Cross-cultural fluency, empathy and understanding.

### **Values**

- Equity
- Inclusion
- Diversity
- Respect
- Collaboration

## Mentor Roles and Responsibilities

As a mentor at the Pathways Program, it is vital you provide a safe, equitable, and inclusive environment for all students while treating them each with dignity and respect. Keeping information about students private and confidential is imperative. If a mentor does not follow this responsibility, they may be asked to leave the program. As a mentor, you must honor each students' self-determination while empowering them to pursue their educational goals. Additionally, being culturally competent and open-minded is important to your role to build rapport and connections with each student. Furthermore, you are expected to collaborate with other staff to ensure the students can carry out their work in a constructive environment through monthly meetings.

### **Mentor Role**

Your role as a mentor includes but is not limited to:

- Supporting, guiding, and leading lessons for the Pathways students through classes and/or excursions.
- Preparing proper materials prior to scheduled presentations to be reviewed by supervisor.
- Conducting weekly or biweekly meetings with your assigned students and upload the forms to the proper OneDrive folder. Utilize GroupMe to contact students for scheduling.
- Attending as many program activities and college visits as possible.
- Attending events or meetings scheduled after program hours.
- If you are available, attend events scheduled over the summer.

## Intern Roles and Responsibilities

As an intern at the Pathways Program, it is vital you provide a safe, equitable, and inclusive environment for all students while treating them each with dignity and respect. Keeping information about students private and confidential is imperative. If an intern does not follow this responsibility, they may be asked to leave the program. As an intern, you must honor each students' self-determination while empowering them to pursue their educational goals. Additionally, being culturally competent and open-minded is important to your role to build rapport and connections with each student. Furthermore, you are expected to collaborate with other staff to ensure the students can carry out their work in a constructive environment through monthly meetings.

### Intern Role

Your role as an intern includes but is not limited to:

- Conduct intakes and midyear check-ins with all students.
- Working with the supervisor to ensure the wellbeing of all students.
- Conduct weekly or biweekly meetings with your assigned students and upload the forms to the proper OneDrive folder. Utilize GroupMe to contact students for scheduling.
- Attending regular meetings with Rogers High School staff or community members who work with the program.
- Schedule programing and yearly college trips.
- Monitor program development and outcomes.
- Actively participate and attend as many program activities and college visits as possible.
- Attend events or meetings scheduled after program hours.
- Monitor Google Classroom and assignments.
- Engage with parents or guardians at scheduled program events.

### General Responsibilities, Expectations, & Training

- Complete the Bureau of Criminal Identification and Investigation (BCI) Background Check, other forms, and scheduled training.

- Arrive on time to each scheduled event or class held by the program. If you anticipate you will be late or cannot attend, please notify the Pathways supervisor as soon as possible.
- Behave professionally while treating each student, other mentor/intern, and professionals with dignity and respect.
- Conduct weekly check-ins (juniors) and biweekly check-ins (sophomores) with assigned students.
- Attend all monthly meetings with supervisor and mentors/interns to be informed and up to date on new and current information.

### Internet, Personal Computers & E-mail Acceptable Use Policy

Mentors and interns engaged in administrative work for the Pathways Program may be required to use their computers and other devices. This work may allow access to the shared drive,



Google Classroom, and other Pathway files and information. Such platforms may contain personal or academic information of students or staff. Mentors and interns are expected to ensure the confidentiality and security of information accessed on Pathways or personal devices.

Mentors and interns of the Pathways Program will not share any usernames, passwords, or information regarding the students of the program. Data integrity must be always maintained and destroying or deleting files is strictly forbidden.

Mentors and interns are expected to always exercise good judgement in the use of these services. In addition, mentors and interns are never authorized under any circumstances to:

- Transmit, access, or download offensive, fraudulent, or defamatory images/texts as well as anything that may be construed as illegally harassing or offensive to others.
- Send SPAM or excessive messages, including chain emails; send or receive messages intended to harm the Pathways Program.
- Transmit or download copyrighted images, games, or text belonging to third parties without the copyright holder's permission.
- Forge or attempt to forge messages, disguise, or attempt to disguise your identity when sending email or voicemail.

### **Cell Phone Use**

Mentors and interns should use common sense and best judgment when making or receiving personal calls during meetings, classes, or events held by the program. Do not use cell phones when providing direct services to students, unless it is an emergency, or you are using a language interpreting app to provide better service to students. The dignity and respect of our students is of utmost importance. Using a cell phone for personal business while helping a student is discourteous and not permitted. If there is an emergency, please find a staff member, or ask another mentor or intern to take over for you with the student while you are otherwise engaged.

## **Video, Audio, and Photo Release Form**

I \_\_\_\_\_ (*print name*) **\_\_\_DO \_\_\_DO NOT** grant permission to the rights of my image, likeness, and sound of my voice—as recorded—without payment or any other

consideration, to the Pathways Program. I understand that my image, likeness, or voice may be edited, copied, exhibited, published, or distributed, and I waive the right to inspect or approve the finished product in which my image, likeness, or voice appears. I give permission to the Pathways Program to attribute to me direct quotes derived from the recordings. The uses of my image, likeness, and voice may include, but are not limited to, public relations materials, fundraising pieces, and internal documents. There is no time limit on the validity of this release. Additionally, I waive any right to royalties or other compensation arising from or related to the use of my image, likeness, or voice by the Pathways Program.

By signing this waiver, I acknowledge that I fully understand the above terms and agree to abide thereby.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name *(printed)*: \_\_\_\_\_

### Confidentiality Agreement

I, \_\_\_\_\_ understand that as part of my responsibilities as a mentor/intern with the Pathways Program, I may have access to confidential and/or private information.

The students and families of this program will be assured that general educational information or personal information provided during the intakes and check-ins, will be secure and remain confidential. However, if any information is disclosed that indicates a student is in danger, as a

mandated reporter, you must report to the supervisor and follow the necessary next steps. As a mentor/intern of the Pathways Program, I understand that I have a legal, moral, and ethical duty not to violate this right.

I agree to keep confidential information private and not to disclose any information of a confidential or proprietary nature. Furthermore, I understand that this Confidentiality Statement prohibits me from discussing confidential or proprietary information with any person not authorized to receive such information, including members of my family or any other individual outside the staff of the Pathways Program, except those who have authority to receive such information.

Confidential information includes but is not limited to all records or copies of information relating to a students' educational records, medical conditions, personal life, etc. I understand that breach of any of the provisions contained herein shall result in disciplinary action and could be grounds for immediate termination of my association with the Pathways Program.

I agree that the provisions of the Confidentiality Statement are in effect during my association with the Pathways Program and after termination of my association with the Pathways Program. By signing below, I acknowledge that I have read and understand this Confidentiality Statement as it applies to me.

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*Print*

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*Signature*

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*Date*



<b>Policy Owner:</b>	Office of Safety and Security
<b>Applicability:</b>	University Faculty, Staff, Students, Volunteers, Vendors and Contractors
<b>Effective Date:</b>	June 1, 2020

## Safety of Minors Policy

### **Policy Statement:**

Salve Regina University is committed to creating a safe and welcoming environment for all members of the community, including Minors. This statement sets forth Salve Regina University's policy regarding children under the age of 18 (Minors) who participate in events, activities or programs (collectively, Programs) on campus, or off-campus but under the authority and direction of Salve Regina faculty, staff, students, volunteers, vendors, third-party organizations or contractors. Salve Regina expects all members of the University community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and/or revocation of the opportunity to use Salve Regina's facilities and/or run Salve Regina-affiliated Programs.

### **Policy:**

This policy will enhance and better integrate existing policies promoting the safety of our campus community. Members of the Salve community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for Minors. Following the Safety of Minors Policy criteria will ensure the University continues to meet its legal obligations and establishes a minimum standard of conduct for interacting with Minors.

### **Applicability:**

With the exception of Minors who are enrolled as full-time students at Salve Regina (to which the Student Handbook applies), this policy applies to all instances in which Minors are on campus or participating in Programs.

This includes **all types of Programs**, including without limitation:

- Athletic camps, academic camps, Jazz and Music camps, high school recruiting events, and other, similar activities; and
- Programs or events run by Salve Regina faculty, staff and students, as well as those run by others on campus or on Salve Regina's behalf.

This policy applies to all members of the Salve Regina community, including without limitation:

- Salve Regina faculty, staff, volunteers and students;
- Contractors and vendors working on campus or working for the university off-campus;

This policy applies at **all times**, including without limitation:

- Programs run before, during or after business hours, and overnight; and
- Programs that are for a single instance, over a period of time, or recurring

### **Application of this Policy:**

The following 7 requirements govern participation in Programs covered by this policy:

#### **1. Register the Program**

The Salve Regina staff member who oversees the Program (Program Director) must submit a Program Registration form to the applicable dean or director for review and signature followed by the vice president within sufficient time to meet the requirements of this policy. The Program Director is responsible for submitting the completed form to Johanna Mancivalano, Director of Conferences and Events, and distributing a copy of the Safety of Minors Policy to all Staff working with Minors.

#### **2. Execute Appropriate Written Contracts(s) for Third-Party Organizations**

Third-party organizations, including vendors and/or contractors, must work directly with Johanna Mancivalano, Director of Conferences, to execute a written contract with Salve Regina if the Program will make use of any facilities, including but not limited to athletic, housing or dining facilities, in connection with a covered Program.

#### **3. Obtain Waiver and Permission forms**

In all covered Programs, the parent/guardian of each Minor must execute a Minor Waiver and Permission form prior to the start of the Program. The Program Director will be responsible for obtaining such documents and forwarding to the Director of Conferences and Events for filing. If the Program is run by a third-party organization, they will be responsible for obtaining all applicable waiver, release and/or permission forms.

#### **4. Conduct Background Checks**

The Program Director will be responsible for identifying and documenting all Staff who will be working directly with Minors (including faculty, staff, students, volunteers and vendors); and ensuring all (Staff) listed above have successfully completed a background check prior to working with Minors.

The Program Director will be responsible for providing the names and contact information of all Staff working with Minors in the Program to the Office of Human Resources. Human Resources will complete and review the background checks results. If a Staff member's background check results in anything other than clear, the Office of Human Resources will immediately notify the Program Director. The Program Director will be responsible for notifying the Staff member of the background check result and next steps.

All third-party organizations who will be participating in Programs that include Minors must conduct their own background checks on any employees who will be working with Minors during the Program. Background checks must meet state background check requirements.

Third-party organizations must also have molestation insurance.

Self-disclosure: after completion of an initial background check, all Staff working with Minors are expected to disclose any new convictions to their Program Director within 48 hours of the occurrence, and to cooperate in providing information necessary to evaluate the circumstances of the conviction.

#### **5. Training for Staff Working with Minors**

In recognition of the imperative of protecting Minors, Salve Regina requires that all adults working with Minors be trained regarding policies and issues relating to interactions with Minors. This training should include:

- Receipt of Salve Regina Safety of Minors policy. Policy includes information related to:
  - Use of background checks to screen adults working with Minors; including adults working for third-party organizations;
  - Execution of 3rd party contracts;
  - Obtainment of applicable Waiver and Permission forms;
  - Reporting requirements and procedures;
  - Behavioral expectations when working with Minors and
  - Consequences of conduct violations involving Minors.

- Training video provide by EduRisk (United Educators) covering the following topics:
- Warning signs of sexual abuse by adults;
- Specific locations to monitor and
- Steps for reporting incidents or suspicion.

## **6. Establish Behavioral Expectations When Working with Minors**

Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the University. Adults working in Programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors.
- Do not be alone with a single Minor. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director, dean, department chair person or is being undertaken by a health care provider.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one adult from the Program.
- Do not invite individual Minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.
- Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do not engage or communicate with Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program and the university.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from

harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/guardian.

- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles, if possible.
- Possession of or use of any type of weapon or explosive device is prohibited.

## **7. Report Allegation(s) of Inappropriate Behavior**

**"If you see something, say something"**. Every member of the university community has an obligation to report immediately instances or suspected instances of the abuse of or inappropriate interactions with Minors. Rhode Island law requires that all persons report known or suspected cases of child abuse and/or neglect, meaning the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of eighteen (18). If an employee (faculty or staff member) suspects or witnesses child sexual and/or neglect abuse on campus, the employee must report it to the Rhode Island Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect. Call the DCYF hotline at 1-800-RI-CHILD (1-800-742-4453). **In emergency situations, call 911 first.**

Michael Caruolo, Director of the Office of Safety and Security has been designated as the person responsible for reviewing reports of sexual abuse of minors for trends, patterns, or repeat offenders on campus. Michael Caruolo can be contacted at michael.caruolo@salve.edu or 401-341-2334.

Members making a report in good faith will be protected from criminal and civil liability for making the report. Further, it is the policy of Salve Regina that no Member making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

### **Prohibited Areas:**

Minors are prohibited from the following areas unless part of a University sponsored event, Program or activity and are accompanied by a University employee or Program Director (defined below).

- Laboratories, laboratory preparation areas and scientific work areas
- Workshops, maintenance areas and technical work areas
- Fitness facilities (e.g. pools, locker rooms and weight rooms)
- Residence Halls (unless the Minor lives in a Residence Hall)
- Construction sites

### **Violations of Policy:**



Any violation of this policy should be immediately reported to the Program Director and Michael Caruolo, Director of the Office of Safety and Security (ext. 2334).

Violations of this policy may lead to removal of a minor or suspected violator from campus or termination of the program, event or activity. Violations may also lead to University sanctions that will be forwarded to the Office of Human Resources (for staff), the Office of the Provost (for faculty) or the Office of the Dean of Students (for students), as applicable, for appropriate disciplinary action up to and including termination from the University.

Suspected violations of the law may be referred to law enforcement authorities.

### Mentor & Intern Acknowledgement

Upon reviewing and understanding this handbook, I agree to abide by the expectations and policies listed therein.

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*Signature*

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*Date*

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*Full Name (please print)*