

X3 Mentor Frequently

Asked Questions



How much of a time commitment am I making?

An X3 Intern spends 12 hours a week at the internship site over a 13-week period. Beyond the hours your Intern is present, good mentorship requires some additional time for preparation.

What resources will be available to me?

X3 is a high-touch experience that includes support with mentoring, monitoring, and evaluation. As a Mentor, you will attend a mentor training & orientation and receive materials to use throughout the session. In addition to your access to Future Focused X3 staff and the School Coordinator, who interacts with the student on a daily basis, you are assigned an X3 Coach who is available to assist with any questions you may have.

Are student Interns insured?

All X3 interns are insured with accident and medical insurance through Future Focused Education.

Is the student Intern a paid employee?

No, the X3 Intern is not an employee. Our program is designed to provide an educational experience with opportunities to develop skills and knowledge in a professional work environment. If internship milestones are met, the student receives a stipend for participating in the internship experience.

Do I have to have an ImBlaze account to approve my X3 Intern's time logs?

No, the mentor approves intern time by following the prompts from an email sent from ImBlaze. Emails are initiated once the X3 Intern checks out for the day. If you do not receive emails requesting time review/approval, please contact your X3 Coach to troubleshoot the issue.

Can my work team have an Intern and share the mentoring responsibilities?

Yes. An X3 Intern may be assigned more than one Mentor. However, we ask that there is one Mentor appointed as the contact person. This person will also be responsible for approving the intern's time logs in ImBlaze.

How will my Intern get to the internship site?

It is the responsibility of the X3 Intern to arrange transportation to/from the internship site. If you sense there are transportation challenges, please contact the X3 Coach immediately.

Can the student intern travel off-site during internship hours?

If an assignment requires off-site travel, additional permissions may be required. Please advise the X3 Coach if this need exists.

What if my job requires my Intern to be on site during specific hours only?

In most cases, internship schedules are flexible. It is important to communicate your needs with the X3 Coach and the Intern to design a schedule that works for your work day.

How flexible should I be with my Intern requesting to adjust weekly internship hours?

Although we appreciate flexibility in accommodating your intern's request to adjust hours occasionally, a set schedule, agreed upon at the start of the internship, has proven to be the most effective for a successful experience.

What if I am out of the office?

There may be times that you are out of the office. If you know this in advance, please alert the X3 intern. It is also important to leave instructions for your intern in your absence. We ask that you identify another on-site person who can serve as a back-up mentor in your absence.

What if my work area requires a specific dress?

Explain the dress expectations of your work setting to the X3 Intern at the start of the internship. Notify the X3 Coach of any special requirements or concerns. The Future Focused team will assist the Intern, if needed.

How long should I wait before I become concerned when a student does not show?

X3 Interns are required to be on time, but occasionally life interferes. As a general rule, interns should never arrive more than one-half hour late. In the case of an unannounced absence or multiple late arrivals, please contact the X3 Coach immediately.

What if the placement does not seem to be working?

Again, early communication is essential. If you sense the internship is not going well, contact the X3 Coach immediately. X3 staff will work with you to address any concerns or performance issues with the goal of facilitating a positive experience for all parties.

What if an Intern wishes to take pictures of the internship site?

X3 Interns may request to document aspects of the internship photographically, typically for their exhibition of learning. If you have concerns about photographs being taken at the internship site, please let the Intern and X3 Coach know.

What do I do if I have a concern or a problem exists?

Immediate communication is key to a rewarding experience. If you have a question or encounter a problem, contact the X3 Coach and X3 staff. An email including all parties at once has proven to be effective.

What if the Intern is consistently late, acts, or dresses unprofessionally?

Set the standards your organization expects at the start of the internship. If the student deviates from the standard, address it with the X3 Intern, and feel free to contact the X3 Coach for help to resolve the situation.

At the conclusion of the internship, may my Intern return for a second session?

You and your organization may decide to host your Intern for an additional term. Please contact the X3 Coach if you are considering this option.