

Mentor/Mentee Agreement

Purpose

This Mentoring Agreement was created to help the mentee/mentor pair establish communication expectations; identify goals for this mentoring relationship; and outline skill areas to be enhanced or developed through this partnership.

Goals for participation in the Mentor/Mentee Program

- Mentee
My goal(s) for this program is/are to: _____ . At the end of this program, my desired outcome(s) is/are: _____
_____.

- Mentor
My goal(s) for this program is/are to: _____ . At the end of this program, my desired outcome(s) is/are: _____
_____.

Ground rules

- Meeting Frequency: We will meet _____ (minimum of once monthly, e.g. every two weeks)

- Meeting Length: Our meetings will last _____ (amount of time, e.g. one hour minimum))

- Meeting Platform: Our virtual meetings will occur via _____ (e.g. videoconference, phone and/or email; a variety of formats is acceptable)

- If either the mentor or the mentee has to postpone or cancel a scheduled meeting, we agree to _____ (method of communication - example: email the other person at least _____ hours prior to the scheduled meeting time)

- If I have questions about a project, I will contact the other person via _____ (method of communication) within _____ (specified time period)

Team Agreement

As a mentee, I agree to do the following:

- To dedicate to learning and practicing new skills
- To seek to learn, improve and grow by asking questions and being open to honest feedback from my mentor
- Clearly identify my goals in participating in this mentor/mentee program and come prepared to meetings
- Prepare in advance of our mentor/mentee sessions by creating and bringing questions and ideas to the session
- Accomplish agreed upon tasks by the identified timeline
- Learn to use constructive criticism and feedback as a way to further my professional development
- Respect my mentor by showing up to meetings on-time and understanding when things come up
- Maintain confidentiality of our relationship
- To participate in professional development sessions provided by research team
- Honor ground rules established in this agreement

As a mentor, I agree to do the following:

- Serve as a mentor and provide guidance, oversight, and encouragement
- Provide constructive feedback regarding their progress, and experience
- Meet virtually and communicate regularly with my mentee to review their progress and help them work toward identified goals
- Respect my mentee by showing up to meetings on-time and understanding when things come up
- Maintain confidentiality of our relationship
- To participate in professional development sessions provided by research team
- Honor ground rules established in this agreement

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form was used, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every _____(months) to adjust goals and dates given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfill the items agreed to above, please contact the Mentor/Mentee Research Team at rdmentorshipprogram@gmail.com.

Name of Mentee: _____

Mentee's Signature: _____ Date: _____ (may be electronic)

Name of Mentor: _____

Mentor's Signature: _____ Date: _____ (may be electronic)