

Mentoring Agreement: Mentees

Instructions: This document is intended to help you to establish effective mentoring habits with your mentor. Please answer the questions below in as much detail as you can. Go over the document with your mentor and agree on the parameters of your relationship.

I am voluntarily entering into a mentoring relationship with _____. I want this to be a rich, rewarding experience with most of our time together spent in substantive development activities aimed at our established goals. To clarify my roles, I have noted the following features of our work together:

How long, ideally, would I like to continue working together? [*Note: please describe your wishes here. Some mentoring programs prescribe the length of the relationship. Also, circumstances and needs of mentor or mentee may change over time, which may alter the answer to this question.*]

In what format do I plan to meet with my mentor? (*In office? Over coffee? For lunch? By email individually? other?*)?

We will attempt to meet at least _____ (*enter # of meetings by time period—i.e. week, month, etc. Meetings may include email discussions, in-person meetings, or other options you and your mentor design.*)

If I cannot attend a scheduled meeting, I agree to notify my mentoring partner in advance whenever possible.

What do I see as the specific role of my mentor? (*models, guides, observers and sources of feedback on teaching or writing etc. topics and mutual interests*)

[*Note: this is an opportunity for mentors and mentees to express their definitions of mentoring and their wishes for these activities. Some negotiation and compromise may be necessary to answer this question. Mentors cannot be everything to everyone!*]

What are the activities I, as mentee, engage to perform to reach my goals? What are my responsibilities to my mentor?

Confidentiality: any sensitive issues that we discuss will be held in confidence. Issues that are *off-limits* in our discussions will include:

Note: I agree to a *no fault conclusion* of my mentoring relationship with my mentor if, for any reason, it seems appropriate. If one of us needs to terminate the relationship, we agree to abide by the decision of our partner(s).

Mentee

Date

Adapted from Rooney, Ida, Nolt and Ahern, 1989; and Brainerd, 1998