

**Mentor – Mentee Expectations Agreement**

Mentee (print) \_\_\_\_\_ Mentor (print) \_\_\_\_\_

*This agreement outlines the parameters of our work together as mentor/mentee.*

*\*If ANY expectations do not apply, please fill in not applicable (N/A).*

1. Our major goals are:

A. proposed academic goals –

B. mentee’s personal and/or professional goals-

C. mentor’s personal and/or professional goals –

2. Our shared vision of success in this mentoring experience is:

3. We agree to work together for at least \_\_\_semester(s).

4. The mentee will work at least \_\_\_hours per week during the academic year, and \_\_\_ hours per week in the summer.

5. The mentee will propose their weekly schedule to the mentor by the \_\_\_week of the semester.

\*If the mentee must deviate from this schedule (e.g. to study for an upcoming exam), then they will communicate this to the mentor at least (weeks/days/hours) before the change occurs.

6. On a (daily/weekly/monthly/other: \_\_\_\_\_) basis, our primary means of communication will be through (circle all that apply):  
face to face/phone/email/instant messaging/ \_\_\_\_\_
7. We will meet one-on-one to discuss our progress, the larger goals, and to evaluate the mentee's performance. We will reaffirm or revise our goals and/or expectations going forward for at least:  
\_\_\_\_\_ minutes/hours \_\_\_\_\_ time(s) per week/month.
  - a. (Circle one): It will be the (mentee's/mentor's) responsibility to schedule these meetings.
  - b. In preparation for these meetings, the mentee will:
  - c. In preparation for these meetings, the mentor will:
8. At these meetings, the mentor will provide feedback on the mentee's performance and specific suggestions for how to improve through a:
  - a. written evaluation
  - b. a verbal evaluation
  - c. other \_\_\_\_\_
9. When learning new material, the mentor will assist the mentee using the following procedure(s) (e.g. write out directions, hands- on demonstration, verbally direct as mentee does procedure, etc.):
10. If the mentee gets stuck while working (e.g. has questions or needs help with a technique or data analysis) the procedure to follow will be:

Other issues not addressed above that are important to our work together:

By signing below, *we agree* to these goals, expectations, and working parameters for this mentoring experience

Mentee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PINC Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_





