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.

TDJ
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: _____________________

TDJ