Mentor/Mentee Agreement

Read carefully & complete as a pair. Each pair has 2 copies: one for each of you to keep as a reminder of your commitment to each other. Each of you should keep a copy and the WIE Connect Staff will need a signed copy. We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We want this experience to be rich and rewarding with our time together spent in social, academic and professional activities. We understand that building this relationship will require us to make time for each other and to keep our promises. We agree to focus on our mutual needs and to abide by the features below for our relationship.

1) Responsibilities of both Mentee/Mentor
• Be considerate/respectful of each other; be open to learning/sharing of different backgrounds/cultures.
• Contact each other regularly and return phone calls/emails/texts.
• Schedule future meeting times and follow through on agreements (or contact each other to reschedule).
• Contact your Mentee/Mentor in advance to discuss which meetings you are attending. Make an effort to attend the same ones.
• Give the relationship a chance, even if some problems arise.
• Be willing to share and open to learning and to honest feedback.
• Keep confidential the things you share.

2) Roles of the Mentor
• Offer advice free of personal bias and prejudice.
• Encourage your Mentee to come to solutions on her own (with your guidance).
• If needed, refer to the monthly prompts for topics to discuss. Some examples: Give tips for doing well academically (e.g. how to study or approach TAs) Share what you do for coping in times of stress
• Refer to appropriate resources when you are not sure of an answer.

3) Roles of the Mentee
• If needed, refer to the monthly prompts for topics to discuss. Some examples: What do you need to know about MSU? What challenges are you facing?
• Work at getting to know yourself and your needs and be willing to share with your Mentor.
• Be willing to ask for and receive advice.

4) Contacting your Mentee/Mentor outside meetings
The suggested time is at least once per week and can include email/phone/Facebook contact or in-person meetings. It all depends on what you both want from the relationship.
• Discuss together how often you want to meet/catch up and note here as a reminder:
_____________________________________________________________________

• Discuss together what kind of activities you will do to meet/catch up and note here:
_____________________________________________________________________

• Schedule your first contact outside of meetings and note here as a reminder:
____________________ _______________________________________________________

5) Discuss how you will handle any problems that may surface within your Pair. Open communication is key. Please write your plan of action below:
___________________________________________________________________________
___________________________________________________________________________

6) Other expectations that you have as a pair for this mentoring relationship?
___________________________________________________________________________
___________________________________________________________________________

Mentor signature (& also print last name) Mentee signature (& also print last name) PAIR PROGRAM REMINDER: Check-in with your Mentor/Mentee at least once a week, encourage questions, provide support and have fun!