

Mentor/Mentee Agreement*

Date/Updated

This agreement is intended to serve as a guideline to facilitate work and communication between us. Its goal is to establish a relationship of mutual respect, support, and understanding and to help everyone achieve their goals! Both of us will respond to the questions/prompts below and then sign an initial version of the agreement. This agreement will be revisited yearly and updated as needed.

GOALS

1. MENTEE: What do you want your professional life to look like in five years? List concrete professional or personal goals that you would like your mentor to help you achieve?
2. MENTOR: What would you like to see the mentee achieve five years from now? What goals do you have for your work and collaboration with the mentee?

Specific Goals for This Quarter

- 1.
- 2.
- 3.

Specific Goals for This Year

- 1.
- 2.
- 3.

EXPECTATIONS

3. MENTEE: How do you expect to interact in terms of **mentorship**? What kinds of support or guidance do you expect to receive from your mentor?
4. MENTOR: How do you expect to interact in terms of **mentorship**? What kinds of support or guidance do you expect to provide to your mentee?

5. MENTEE: How do you expect to interact in terms of **research**? How do you expect to be involved in research with your mentor? What kind of balance between mentee vs. mentor-led projects do you expect? How do you expect to work with other faculty on research?
6. MENTEE: How do you expect to interact in terms of **research**? How do your mentee to be involved in your research? What kind of balance between mentee vs. mentor-led projects do you expect? How do you expect your mentee to work with other faculty?

COMMUNICATION & WORK STYLE

7. MENTEE: In general, how do you like to be communicated with? What are your expectations of your mentor in terms of communication (frequency, availability, mode of contact, formality)?
8. MENTOR: In general, how do you like to be communicated with? What are your expectations of your mentee in terms of communication (frequency, availability, mode of contact, formality)?
9. MENTEE: What is your work style? What is your expected work/life balance? Are there times/periods you expect to be unavailable (or less available)? How many hours a week do you expect to work?
10. MENTOR: What is your work style? What is your expected work/life balance? Are there times/periods you expect to be unavailable (or less available)? How many hours a week do you expect to work?
11. BOTH: How often will we meet? When and where will we meet?

MENTOR RESPONSIBILITIES

12. MENTOR: Are there any specific on-going responsibilities you will take on in your work with your mentee?

MENTEE RESPONSIBILITIES

13. MENTOR: Are there any specific on-going responsibilities you expect your mentee to take on as a member of your research team?

PROBLEM SOLVING

14. BOTH: If problems or conflicts arise with any of the above, how will they be discussed and resolved?

OTHER

15. MENTEE: Is there anything else you would like your mentor to know about you or your life situation that may be relevant to your work together?
16. MENTOR: Is there anything else you would like your mentee to know about you or your life situation that may be relevant to your work together?
17. Summer expectations