



Professional Mentor Program - Statement of Understanding

Mentor: _____

Mentee: _____

Date: _____

We are entering into a mentoring relationship which we expect to be mutually beneficial. We agree to the following conditions regarding, expectations, confidentiality, time commitments, communication efforts and goals.

1. **Expectations/Conduct:** *(Will be unique to each relationship – modify as appropriate)*

Mentee: I expect my Mentor to guide me in my professional development. This may include suggestions for training, education, resume preparation, coaching and assisting me in ways that will contribute to the progression of my career development. I will be mindful of my Mentor's time and commitment to my progress. I hope to gain insight from my Mentor's expertise and knowledge and allow me to explore different industries, review career paths and adjust personal goals.

Additional Comments:

Mentor: I expect my Mentee to be committed to actively participate in their professional development. I will commit to act in my Mentee's best interest with diplomacy and patience throughout the professional development process. I will not make decisions for my Mentee, but will strive to assist in the decision making process by providing knowledge I've gained. I will strive to involve my Mentee in networking opportunities and planned campus events.

Additional Comments:

2. **Confidentiality :**

We will treat all communications as confidential, unless we agree otherwise.

3. **Length of Mentoring Relationship:**

Indicate how many months or under what terms the mentoring relationship will conclude.

Guidelines:

Every relationship will have different time requirements. Use the objectives and expectations discussed in your initial meeting to frame what you expect a reasonable time frame may be. At the end of any agreed upon term, it is acceptable to agree to a continuation or a renewal period.

We agree to this time period: _____

4. Communication and Meetings:

Indicate a planned meeting or communication schedule. Include weekly or monthly checkpoints and in what format the communication will occur: face-to-face, phone calls or e-mail. The following is a suggested format in which you may fill in the blanks, or you may develop your own parameters as appropriate.

We will strive to meet: _____

Additionally, we will continue by phone and/or e-mail, based on the following schedule: _____

5. Termination of Relationship:

Either of us may terminate the relationship at any time. We will agree to discuss our decision to terminate with the Mentoring Director and Coordinator.

6. Goals:

Incorporate the Mentors area of expertise and knowledge with the Mentees area of study and indicate goals that were discussed during the initial meeting.

We discussed the following objectives and goals for our mentoring relationship:
