

Mentorship Agreement



HSR&D CDAei Toolkit

An important prerequisite to a successful mentoring relationship is to establish general guidelines and expectations between the mentee and the mentor. Use the sections below to facilitate this discussion in your initial meeting. Both mentor and mentee should keep a copy for their records in order to avoid future miscommunication.

MENTOR AND MENTEE AGREEMENT

We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We want this to be a rich, rewarding experience, dedicated primarily to career development activities. To this end, we have mutually agreed upon the terms and conditions of our relationship as outlined in this agreement.

OBJECTIVES (what you hope to achieve as a result of this mentorship; e.g., leadership skill development, becoming more independent in research areas, obtaining funding, etc.):

Goal One

Example: learn to design a new research method.

Goal Two

Goal Three

Goal Four

STEPS TO ACHIEVE GOALS (e.g., meeting regularly, steps to achieve career development goals, etc.):

For Goal One

Example: Read at least 5 pieces of literature on the new method design.

For Goal Two

For Goal Three

For Goal Four

EXPECTATIONS

Specific expectations the mentor has for mentee:

Example: Mentee will prepare the agenda before each meeting.

Specific expectations the mentee has for mentor:

Example: Mentor will respond to mentee's email/phone call within a week, unless inform mentee ahead of time.

LOGISTICS

Preferred Meeting Day: _____ and Time _____ (AM/PM) (PST,MST, CST, EST) _____

Frequency of Meetings (e.g., every two weeks, once a month, etc.): _____

Duration of Meeting (e.g., 45 minutes, 1 hour, etc.): _____

Best way to contact mentor: _____

Best way to contact mentee: _____

If unforeseen events arise and meeting time/day must be changed mentee/mentor will provide at least _____ hour(s) of prior notice.

Mentor Signature

Date

Mentee Signature

Date