



Mentorship Agreement

Instructions:

- Prior to the first meeting, the mentor and mentee should complete the GOALS section individually
- At your first meeting, review and discuss this form, and reach a mutual agreement
- Review agreement at least monthly, to assess and agree on any needed changes

Goals:

Setting [SMART goals](#) is critical to the success of a partnership. Spend time reflecting and discussing what it is you want to gain from this mentorship.

1) Mentee goals for the partnership:

- Goal 1 –
- Goal 2 –
- Goal 3 –

2) Mentor goals for the partnership:

- Goal 1 –
- Goal 2 –
- Goal 3 –

Expectations:

1) Meetings – we will meet:

- In-person
- Email
- Phone
- Virtually (Skype, Facetime, etc.)

2) How often would we like to meet/interact? (ex. weekly/biweekly/monthly)

3) How long will a typical meeting or phone call last? (ex. half an hour, hour)

4) If an email or voicemail is received, we agree to get back to the other person within:

- 24 hours
- 1-2 days
- 3-4 days
- Other:

5) If a meeting is canceled, how will that be communicated?

Questions? Contact the coordinator at cumentor@clarion.edu

Adapted from: "Northwestern Alumni Association." *Northwestern Mentorship Program*.