

MENTORING Tool: SAMPLE Mentorship Agreement

Mentorship Agreement Template

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. While mentors and mentees may find mentorship agreements to be useful, they are optional. This template is expected to be altered to meet individual needs.

- [1] *Goals* (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, explore different research focus areas, networking, leadership skill development, etc.):

- [2] *Steps to achieving goals* as stated above (e.g., informational interviews; accessing campus academic support services; joining scientific interest groups; attending scientific lectures; touring labs; etc.):

- [3] *Meeting frequency* (frequency, duration, and location of meetings):

- [4] *Confidentiality*: Any sensitive issues that we discuss will be held in the strictest of confidence. Issues that are off limits for discussion include:

[5] Plan for *evaluating relationship effectiveness* (e.g., bi-annual review of mentorship, goals, and outcomes/accomplishments): _____

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[6] *Relationship termination clause*: In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

Mentor's Signature _____ Mentee's Signature _____ Date _____