

Long-Term Mentorship Program: Participant Agreement

Mentor & Mentee Expectations

Purpose

This program is designed for students and early-career professionals with more defined career goals who are seeking deeper professional relationships, structured guidance, and longer-term career development support.

This stream is intended to support professional growth through meaningful mentor-mentee relationships focused on goal setting, career planning, skill development, and industry guidance.

Program Commitment

- Six-month mentorship commitment
- Minimum expectation of one one-hour meeting per month
- Additional communication at the discretion of the mentor and mentee

Mentor Expectations

Mentors are expected to:

- Participate in regular scheduled meetings
- Provide guidance, encouragement, and constructive feedback
- Support mentees in developing professional skills, confidence, and career direction
- Communicate clearly regarding expectations, boundaries, and availability
- Notify the ACTWS if concerns arise regarding participation or fit
- Foster a respectful, supportive, and inclusive environment
- Recognize that success of the mentorship relationship depends on active participation and professionalism from both participants

Mentors are not expected to:

- Act as a counselor, employer, or academic supervisor
- Provide guaranteed job opportunities, references, or internships
- Be available outside scheduled mentorship meetings, except as agreed to in discussion with mentee
- Respond immediately to messages or requests
- Take on responsibilities beyond agreed mentorship support

Mentee Expectations

Mentees are expected to take initiative and help lead conversations by coming prepared with questions, goals, or discussion topics. Mentors are volunteering their time and expertise, and preparation helps ensure meetings are valuable and productive for both participants.

Mentees are encouraged to reflect on:

- What they hope to learn
- Career paths or sectors they are interested in exploring
- Current challenges, questions, or goals
- Skills or experiences they would like to develop

Mentees are expected to:

- Take initiative in scheduling and preparing for meetings
- Clearly communicate their goals and areas where support is needed
- Follow through on agreed-upon actions or goals between meetings
- Respect mentors' time, boundaries, and availability
- Maintain professional and respectful communication
- Allow reasonable time for mentors to respond to messages or requests

Mentees must understand that:

- Mentors are volunteering their time and balancing professional and personal commitments
- Communication outside scheduled mentorship meetings should remain reasonable and professional
- Mentees should not repeatedly contact mentors outside agreed-upon mentorship communication unless encouraged to by the mentor
- Participation in the program does not guarantee employment, references, internships, or ongoing mentorship beyond the program period
- The success of the mentorship relationship depends on active participation and professionalism from both participants

Confidentiality & Professionalism

Participants are expected to maintain professional and respectful communication throughout the program. Discussions shared within the mentorship relationship should remain reasonably confidential unless disclosure is required for safety, legal, or ethical reasons.

Advice and perspectives shared by mentors are based on personal experience and professional opinion and may not reflect the views of employers, organizations, or the ACTWS.

ACTWS Responsibilities

The ACTWS will:

- Facilitate mentor and mentee matching
- Conduct an initial follow-up after the first meeting

- Offer support if concerns or conflicts arise during the mentorship period
- Maintain professionalism and confidentiality where possible

Participation & Conduct

Participants may withdraw from the program at any time. The ACTWS reserves the right to discontinue participation if expectations, professionalism, communication standards, or respectful conduct are not being maintained.

The ACTWS is committed to fostering an inclusive, respectful, and supportive environment for participants from diverse backgrounds, career stages, and experiences.

I have read and understand the expectations, responsibilities, and guidelines outlined above and agree to participate in the program in a professional, respectful, and appropriate manner.

Participant Name: _____

Signature: _____

Date: _____