



Mentoring Relationship Agreement

By participating in the SummerWorks mentorship program, we hope that you will get to know each other and set some goals and norms for the relationship. The following mentorship agreement form is intended to help you create some structure around what goals and norms for your mentoring relationship might look like. Please feel free to use this form or something more informal if you would like. Having this conversation will help both the mentor and mentee set goals and expectations that make sense for both parties in the time you have together this summer.

SummerWorks has the following expectations for mentors and mentees:

1. We expect that you will meet virtually once per week for 30 minutes from June 12th to August 18th (10 total meetings). Please keep any commitments made.
2. We expect that you will conduct your meetings via video conferencing or phone.
3. We expect that both parties will discuss goals, expectations, and ground rules for the mentoring relationship (either using this form or some other method).
4. We expect that both parties will come to each meeting prepared. Ideally, agendas and discussion topics should be determined in advance.
5. We expect mentees to drive the relationship and take responsibility for their own career development and planning.

Goals

Setting goals will help you focus your conversations on what you hope to achieve, and ensure that you have a clear understanding of the purpose of the mentoring relationship.

We agree to the following goals:

- 1.
- 2.
- 3.

Additionally, we agree to the following:

Meeting Schedule

It may be helpful to agree to a specified meeting day/time each week. Use the space below to indicate a meeting time that works best for your schedules.

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Responsibility for Setting Meetings

Assign a person to create virtual meetings (Zoom, Google Meet, Microsoft Teams, etc.). Consider creating calendar invites and mini agendas for each meeting as well. You may use the SummerWorks mentorship curriculum to help guide your planning.

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Preferred Method of Communication

Discuss your preferences for communicating outside of your weekly mentorship meetings. For example, which method is best for setting up a time to meet? Are you comfortable having conversations outside of your set meeting time? If so, do you prefer email, text, or another method of communication?

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Procedures for Feedback:

Administering and receiving feedback is integral to having an impactful mentoring relationship. Understanding how you best deliver and receive feedback can help you ensure feedback about the progress of the mentoring relationship is constructive. Determine how you'd like to discuss feedback and evaluate the mentoring relationship.

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We agree to the goals, expectations, and ground rules for the mentoring relationship outlined above. In addition, we agree to assess the progress of the relationship during the **week of July 17th, 2023** as well as at the scheduled conclusion of SummerWorks. At that time, we may enter into a new mentoring agreement if both parties agree to it.

Mentor Signature

Date

Mentee Signature

Date
