



Mellon Mays Fellows Professional Network Mentoring Network 2016-2017 Mentor-Mentee Agreement

To get the most out of your mentoring experience, MMFPN strongly recommends that you talk about the expectations and goals both the mentee and mentor have for the mentoring relationship.

In order to facilitate a productive interaction between each mentor and mentee, we request that you both review and discuss the following document (you will each be sent a copy).

Your signatures at the bottom of this agreement indicate your mutual commitment to honor these basic ground rules and enter this mentoring relationship.

Expectations

- We will strive to be in communication ____ times / every month throughout the mentoring period.
- We will connect by _____
- We will reply to correspondences from our mentor/mentee within ____ days.
- We will give ____ hours advance notice if we have to cancel or reschedule an interaction.
- The best way to reach my mentor is by _____ (phone, email, etc.) between _____ (hours) on _____ (days of week). The best way to reach my mentee is by _____ (phone, email, etc.) between _____ (hours) on _____ (days of week).

Goals:

Please decide upon one or two main goals for the mentoring period. Keep in mind that the mentor/mentee dyad can and should be mutually enriching. Please write these goals below or attach a separate document:

ACCEPTANCE OF MENTORING COMMITMENT

- We agree to ~~be~~ ~~participate~~ ~~in~~ ~~a~~ ~~survey~~ ~~(requesting~~ ~~feedback)~~ ~~at~~ ~~the~~ ~~end~~ ~~of~~ ~~ag~~ ~~d~~ ~~_~~ ~~W~~ ~~f~~ ~~a~~ ~~d~~ ~~_~~ ~~Y~~ ~~p~~ ~~e~~ ~~r~~ ~~i~~ ~~o~~ ~~d~~.
- We agree to participate in a survey (requesting feedback) at the end of agd _ Wfad` Yperiod.

Name of ? WFWW _____ Name of Mentor _____

Mentor's Signature _____ Date _____

Mentee's Signature _____ Date _____

MENTEE: Please return this completed form to Rayna Truelove, Mellon Program Officer, no later than November 21, 2016 via email: mmfpn@woodrow.org