

# MENTOR Institute

Mentorship through Effective Networks, Transformational Opportunities, and Research

## 1:1 Mentoring Agreement Template

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

Mentor Name/pronouns: \_\_\_\_\_

Mentee Name/pronouns: \_\_\_\_\_

Our **goal(s)** for this mentoring agreement are \_\_\_\_\_ (List below).

(Examples: identify educational/research activities, strategically plan for milestones, increase skills/competencies/efficacy, build mentor universe, create networking/teaching/career opportunities, uncover hidden curriculum, develop scholarly identity, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Our **meetings** will occur \_\_\_\_\_, the meetings are scheduled by \_\_\_\_\_ and \_\_\_\_\_ will create the agenda. We agree to come to the meeting **prepared** (having reviewed materials/agenda, etc.).

### Roles and Responsibilities

|        | Mentor | Mentee |
|--------|--------|--------|
| Role 1 |        |        |
| Role 2 |        |        |
| Role 3 |        |        |
| Role 4 |        |        |

In addition to regular meetings, we will **communicate** regularly through \_\_\_\_\_ . We can expect a reply within \_\_\_\_\_.  
 (Examples: text, email, Slack, etc.) (Examples: two days, a week, etc.)

We will **align expectations** to create timelines and expectations.

| Expectation | Timeline |
|-------------|----------|
|             |          |
|             |          |
|             |          |
|             |          |

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We will **solve** timeline issues through \_\_\_\_\_.  
(Examples: discussion, creating new timelines, etc.)

If **authorship** on projects is part of this partnership, the criteria and plan will be:  
(For guidelines, see associated links on the MENTOR Institute website.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

We agree to have difficult conversations to **solve** issues or disagreements by \_\_\_\_\_ (List below). (Examples: trying to find common ground, assuming positive intent, consulting student advisory committee, consult someone else in mentor universe, etc.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

We agree to keep the following **confidential** \_\_\_\_\_  
(Discuss only; do not record).

(Examples: discussions we agree are confidential, family/work challenges, interactions with others in same department, ethnicity, gender, health or disability status, etc.)

We understand that faculty and students are **required to report** discrimination and harassment on the basis of race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation, gender identity and genetic information. To make a report, contact the Office of Institutional Equity.

### Reflection & Open Communication:

We both agree to enter this mentoring partnership as collaborators. We agree that we will address concerns in a timely manner assuming positive intent on the part of the other individual. We agree that should either of us find this partnership to not be a good fit for any reason, we will conclude the partnership without recrimination or blame. We agree to revisit this agreement \_\_\_\_\_ to ensure that we are still in alignment and to evaluate our progress towards our mutual goals. (Examples: every semester, every 6 months, once a year, etc.)

Signed \_\_\_\_\_ & \_\_\_\_\_  
Mentor Mentor

\*Adapted from Branchaw,, J.L., Pfund, C. & Rediske, R. (2010), Entering Research: A facilitator’s manual: Workshops for students beginning research in science. W.H.Freeman & Company.  
Pfund, C., Branchaw, J. & Handelsman, J. (2014). Entering mentoring. W. H. Freeman & Company.