THE UNIVERSITY OF ARIZONA

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

xamples	: text	email	Slack	etc)
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____. We can expect a reply within____. (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 <u>Office of Institutional Equity</u>.

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		Mentee

*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.