Sample Mentorship Agreement

This document represents an agreement between the graduate student and the faculty mentor that establishes ground rules for the mentorship relationship with the aim of supporting the graduate student to succeed in their academic program and to make progress towards their career goals. It should be developed collaboratively and revisited whenever necessary to meet the goals of both parties.

Mentee (print): ____________________________

Mentor (print): ____________________________

1. Shared Goals (List the goals of this working relationship. What do you both hope to get out of working together? You can also list specific research project goals if those are pertinent.)

2. Approaches/Strategies/Steps to achieving listed goals (What do you both need to do to meet the above goals? Who is responsible for what actions?)
   a. Mentor’s role/tasks:
   b. Mentee’s role/tasks:

3. Meeting Practices (frequency, duration, location for meetings)

4. Communication Etiquette (preferred modes of contact, timeframe for responsiveness, etc.)

5. Confidentiality Agreement (Ensure you are on the same page in terms of keeping meeting discussions in confidence. If there are issues which either of you feel are off limits for discussion, those should be named.)

6. Addressing Conflict (What will your plan be should conflict arise? Who will you involve and following what procedure?)
7. Relationship Evaluation (How will you evaluate the effectiveness of the mentorship relationship? Example: review meeting minutes, consult IDP, etc.)

8. Relationship Termination Clause (Determine the rules for terminating the mentorship relationship. Example: “In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual’s decision without question or blame.”)

__________________________________________________________________________
Student, signed                  Date                  Faculty member, signed            Date