



Sample Mentorship Agreement

This document provides an adaptable structure and set of topics to discuss when setting up a mentorship relationship. The graduate student and the faculty mentor can review their responses to these questions and work together to establish guidelines for their professional relationship, toward the end of supporting the graduate student to succeed in their academic program and to make progress toward their career goals. This document can be developed collaboratively and revisited whenever necessary.

Mentee: _____

Mentor: _____

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. Optional: Relationship Adjustment or Termination (Determine the guidelines for adjusting or ending the mentorship relationship if needed. For example, what are some of the factors that might contribute to this decision [e.g. change of field research or dissertation topic]? By what process can the mentorship relationship adapt if needed?)

Record most recent date these topics were discussed or reviewed: _____