

# FAMILY OF MENTORS PROGRAM

## Mentor/Mentee Agreement

**Instructions:** Please review and discuss the Family of Mentors Program (FMP) agreement with your mentee/mentor. Establish your expectations (what you expect to give and get out of the relationship) and clarify best communication methods (email, phone, Skype, in-person, etc.), times in which to communicate, how to handle missed appointments. Mentor and Mentee, please provide your electronic signature and date the agreement and keep the agreement for your records.

### As a mentor, I agree to:

- Provide my mentee with guidance and advice
- Build a trusting and long-lasting relationship with my mentee
- Act in the best interest of my mentee
- Set goals and expectations for the relationship
- Share my knowledge and expertise
- Help develop my mentee's strengths and weaknesses
- Complete FMP surveys
- Follow-through on promises and expectations
- Provide regular and consistent feed back
- Communicate with the Career Development Center should issues arise

### As a mentee, I agree to:

- Seek my mentor's guidance and advice for personal, academic and professional matters
- Build a trusting and long-lasting relationship with my mentor
- Set goals and expectations for the relationship
- Ask questions
- Complete FMP tasks/surveys
- Follow-through on promises and expectations
- Communicate with the Career Development Center should issues arise

### Meeting Commitment

I commit to meet/communicate at least 1 hour per month. Our scheduled meeting times will be

\_\_\_\_\_

Day of the week or day of the month

\_\_\_\_\_

Time

Mentor Signature: \_\_\_\_\_

Date \_\_\_\_\_

Mentee Signature \_\_\_\_\_

Date \_\_\_\_\_