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Worksheet 4: Mentor and Mentee agreement

Consider using this agreement, or another one that you and your mentee(s) create together, if you believe the mentoring relationship will be strengthened by formalizing a mutual agreement of roles, responsibilities, and expectations.

We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We want this to be a rich, rewarding experience with most of our time together spent in professional development activities. To this end, we have mutually agreed upon the terms and conditions of our relationship as outlined in this agreement.

Objectives

We hope to achieve:	To accomplish this we will:
_____	_____
_____	_____
_____	_____
_____	_____

Confidentiality

Any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in this relationship include:

_____

_____

Frequency of Meetings

We will attempt to meet at least _____ time(s) each month. If we cannot attend a scheduled meeting, we agree to notify one another in advance.

Duration

We have determined that our mentoring relationship will continue as long as we both feel comfortable or until:

_____

_____

No-Fault Termination

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision.

Mentor	Mentee
Date	Date

Source: Brainard, S.G., Harkus, D.A., and George, M.R. (1998), *A Curriculum for training mentors and mentees: Guide for administrators.* Seattle, WA: Women in Engineering Initiative, WEPAN Western Regional Center, University of Washington