

Appendix F
Sample Mentor-Mentee Contract

This contract is between the mentee and his/her mentors. The mentee and each mentor will complete the form together after meeting to discuss goals and expectations. The mentor and mentee are both responsible for keeping the contract and reviewing/updating it as necessary. At the end of each semester, a review regarding progress should occur and any necessary changes should be made.

1. What are the research goals of the mentee for the upcoming academic year?
2. What are the professional development goals of the mentee for the upcoming academic year?
3. What expectations do the mentors have of the mentee (research and professional development)?
4. What does the mentee expect from the mentors to reach these goals?
5. How often will you meet?
6. When and where will you meet?
7. Who will be responsible for scheduling the meetings?
8. Expectations regarding feedback timelines.
9. What will be the ground rules for discussions? (E.g., confidentiality, openness, candor, truthfulness, etc.)
10. If problems arise, how will they be resolved?
11. Any concerns the mentee wants discussed and resolved?
12. Any concerns the mentors want discussed and resolved?
13. How will you know when the mentoring relationship has served its purpose and needs to be terminated?

Mentee Signature:

Date:

Mentor Signature Date
