

Mentoring Agreement

Research has shown that the most effective mentoring relationships establish clear expectations right at the beginning. This document is a tool to create a communication plan and establish clear expectations of both the mentee and the mentor. Use the prompts below to clarify mentoring expectations with each other. Both sides could draft their responses on their own but ideally would be finalized through a conversation.

Expectation	Notes
As a mentor, what expectations do you have for your mentee? (Think about communication, effort, when to reach out for help...)	<hr/> <hr/> <hr/> <hr/>
As a mentee, what expectations do you have for your mentor?	<hr/> <hr/> <hr/> <hr/>
If you are having problems or are experiencing challenges in your research, what should you do?	<hr/> <hr/> <hr/> <hr/>
What are the expectations around work schedules, time in office/lab, hybrid work, and taking time off for illness, family, or other situations?	<hr/> <hr/> <hr/> <hr/>
What are milestones in your research? When/how should we check in about progress? (Data collection, analysis, write-up, target dates)	<hr/> <hr/> <hr/> <hr/>



What professional development, knowledge, or skills do you want to gain? (Communication, work-life balance, leadership, public speaking, networking)

What other aspect of your research or career do you want support for? (Think about careers, academia, work/life balance)

What physical, emotional, intellectual, or time boundaries do you each have?

What helps you feel supported when something uncomfortable happens? If problems arise, how will they be resolved

How will you leverage each other's strengths when working together? For mentor: How will you work on developing your mentee's strengths? (Developing strengths boosts engagement from 9% to 73%)

To make work this summer as accessible as possible and ensure a successful experience, are there any accommodations that you might need? (Meeting recordings, flexible schedules, assistive technologies, breaks, extended deadlines)

Mentee Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

