



Mentorship Agreement (adapted from Clarion University)

The purpose of a Mentorship Agreement is for both transparency and ownership between the mentor and mentee. To be partners in a mentoring relationship, both mentor and mentee have the availability and responsibility to set the schedule, frequency, and type of mentorship.

Mentee's name: _____

Mentee goals:

1. _____
2. _____
3. _____
4. _____
5. _____

Mentor's name: _____

Mentor's goals:

1. _____
2. _____
3. _____
4. _____
5. _____

Mentorship expectations:

Meetings (percent of the time)

- | | |
|---|---|
| <input type="checkbox"/> In-person (location) | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Email | <input type="checkbox"/> Virtual (FaceTime, Zoom) |

Frequency (type)

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly* (beyond the first three months) |
| <input type="checkbox"/> Biweekly | |

Duration

- | | |
|------------------------------------|-------------------------------|
| <input type="checkbox"/> Half hour | <input type="checkbox"/> Hour |
|------------------------------------|-------------------------------|

Messages received

- | | |
|---|--|
| <input type="checkbox"/> Returned within 24 hours | <input type="checkbox"/> Returned within three day |
|---|--|

Need to cancel meeting – notify by:

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Text | <input type="checkbox"/> Email |
| <input type="checkbox"/> Call/voicemail | |