



## UAA Mentoring Agreement Template

Mentor\_\_\_\_\_ Mentee\_\_\_\_\_

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationship. This template is expected to be altered to meet individual needs. The following should be discussed and agreed upon by mentor and mentee.

1. *Goals* (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in advising, obtain knowledge of organizational culture, networking, etc.)

2. *Steps to achieving goals* as stated above (e.g., meeting regularly, steps to achieving independence, etc.):

3. *Meeting frequency* (frequency, duration, and location of meetings):

4. *Plan for evaluating relationship effectiveness* (e.g., bi-annual review of mentorship meeting minutes, goals, and outcomes/accomplishments):

5. *Duration*: This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until: