

UCI School of Physical Sciences

Physical Sciences Undergraduate Mentoring (PSUM)

MENTORING AGREEMENT

Mentor Name: _____ **Student Name:** _____

To get the most out of your mentoring experience, PSUM strongly recommends that you talk about the expectations and goals both the mentee and mentor have for the mentoring relationship.

Agree on Expectations: How will the relationship work?

1. Meeting: What works best? How will we meet?

- In Person
- Skype
- Phone
- Email

2. In general, how often would we like to meet/interact (e.g. once per week, every other week, once a month)?

Renegotiate as needed. (Remember that the program requires you dedicate at least two hours per month developing the mentor relationship.)

3. If a call/text/email is received, I will get back to my partner within:

- 24 hours
- 1-2 days
- 3 days
- Other

4. If we can't make an expected meeting/interaction, how will we get in touch?

5. When will we meet or talk next?

Agree on Goals: What do you hope to gain from the relationship?

1. What are the **mentee's** goals for this mentoring relationship? What kind of activities/opportunities/information does the mentee want to have (i.e. networking, job shadowing, company tours, volunteer experiences, coffee, resume building, research advice, grad school advice, etc.)

2. What are the **mentor's** goals for this mentoring relationship?

3. What actions can you and your mentee take to achieve these goals?