

## SAMPLE MENTORING AGREEMENT

This agreement is between the Mentor, \_\_\_\_\_, and the Mentee, \_\_\_\_\_, and will last for the approximate time period of This agreement is between the Mentor, \_\_\_\_\_ and the Mentee, \_\_\_\_\_, and will last for the approximate time period until graduation (May 2010) and then informally after.

### **The Mentee's objectives for the Mentoring Program (*those listed are just possible examples*):**

- To develop a leadership career pathway to prepare for future leadership positions.
- Learn the basics of group roles, dynamics, and decision-making in order to function constructively in group settings.
- To gain a greater awareness of opportunities and activities that can broaden my educational experience.
- To learn how to conduct research on career opportunities within my field of study
- To learn how to communicate effectively in networking situations.
- To gain a better understanding of best-practice leadership experiences.
- To gain a better understanding about how to play an effective role in influencing decisions.
- To further develop decision making skills.
- To enhance interpersonal skills.
- To learn self-motivation, self-discipline, and goal setting techniques.
- To gain a better understanding of gender and cultural influences on leadership.
- To increase knowledge about the American culture.
- To learn how to write an effective cover letter and resume
- To gain a greater appreciation for campus life and what FSU has to offer students.
- To explore personal identity as a leader.
- To develop a sense of one's strengths and weaknesses as a leader.

### **Specific assistance Mentor will provide to assist Mentee in achieving objectives (*those listed are just some possible examples*):**

- Assess Mentee's current level of expertise and make a recommendation on career path development
- Advise Mentee on resume content.
- Assign Mentee reading materials specific to objectives.
- Provide guidance and support by creating an atmosphere of openness where meaningful communication and trust can exist.
- Assist mentee in identifying academic goals and objectives.
- Identify and encourage mentee to take advantage of support services available at FSU. Follow up with progress.
- Assign Mentee specific tasks/assignments aimed to develop Mentee's leadership skills.
- Mentor will invite mentee to attend a board or committee meeting.
- Mentor will invite mentee to attend a community activity together.

### **Steps Mentee will take in order to achieve these objectives:**

- Provide Mentor with current resume and educational goals
- Read material assigned by Mentor within established time frames
- Complete tasks/assignments within established time frames

### **Mentee's learning outcomes will be measured by:**

Demonstrated knowledge in all of the above-listed objectives.

Face-to-face meeting will occur bi-weekly on **Wednesdays beginning October 28**. Other ways Mentor and Mentee will communicate will be via telephone and email. Everything discussed in the agreement will be confidential unless otherwise specified at the time of the discussion. This mentoring agreement sets forth the objectives that the Mentor and Mentee commit to working on together. Both agree to follow the guidelines of this agreement for the period specified and to make a good faith effort to resolve any issues that may arise between them.

\_\_\_\_\_  
Mentor's Signature & Date

Cc: Sandra Dixon

\_\_\_\_\_  
Mentee's Signature & Date