K-State College of Human Ecology Professional Mentoring Program

Mentor-Mentee Agreement

The following form is a suggested document to share between the mentor and mentee to complete at the beginning of the relationship. The agreement and mentoring relationship may be terminated at any time, however it is anticipated that the pairing will agree to work together until the student graduates. It is the hope that you will remain in contact post-graduation.

Mentee’s Name: __________________________________________________________
Preferred Method of Communication: __________________________________________
Phone: __________________________ Email: _________________________________
Other: ___________________________________________________________________

Mentor’s Name: _________________________________________________________
Preferred Method of Communication: _________________________________________
Phone: __________________________ Email: _________________________________
Other: ___________________________________________________________________

1. The Mentoring Relationship will last until the mentor or mentee wishes to withdraw from the program. For purposes of the CHE Professional Mentoring Program, the formal relationship will terminate when a.) the mentor or mentee requests to terminate the relationship or; b.) the mentee graduates or is no longer enrolled in the College of Human Ecology at Kansas State University. Please notify the Program Director, Pamela Erickson, perick@k-state.edu or (785) 532-2552 if any of these events occur.

2. We will meet (circle one): Weekly/Bi-Weekly/Monthly/Other___________ by Phone/Video Chat (Zoom, Skype, Facetime, etc.)/Other_____________. At the end of each meeting, we will set up a time for the next meeting.

3. In between meetings, we will contact each other by Email/Text/Other: ____________________________

4. All information between mentor and mentee shall be kept confidential, unless otherwise discussed and agreed upon by both parties.

5. The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback.

6. We agree that the mentor role will be:____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

7. We agree that the mentee role will be:________________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

8. Specific Goals to be achieved:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________