



Agreement of Expectations and Responsibilities for Mentee

*Please read the following and sign at the bottom if you understand and will abide by The Agreement of Expectations and Responsibilities.

Your Name: _____

Project Title: _____

Your Mentors Name: _____ Mentors Signature: _____

- **Commitment**-Mentors will be assigned a mentee for an agreed upon timeframe. Mentors anticipated time commitment will be approximately 4 hours per month. Average meeting times are approximately 1-1 ½ hours long. Mentees are requested to not use more than 4 hours of mentors time per month unless approved by that mentor.
- **Confidentiality/Conflict of Interest**-Act with integrity and keep all sensitive information confidential. Non-disclosure agreements may be signed if you think proprietary information is likely to be given. Please contact the Mentor Program Administration for assistance in this.
- **Mentoring**-Required to listen in an active and judgment-free manner by sharing ideas, and being open to advice and guidance from your mentor. Choosing to take action on any advice given by your mentor and any resulting outcomes from it is considered the responsibility of you, the mentee.
- **Training**- Attend a mentee training session that will be scheduled. This will be to establish the mission and intention of the program.
- **Investments**-Mentees should inform the Mentor Program Administration immediately if they wish to form a financial relationship with anyone on their mentor team, such as investing. That mentor would be excused of mentoring services to that team and another mentor would be assigned, if desired.
- **Compensation**-No mentor is allowed to receive compensation from a project he or she is currently advising.
- **Communication**- We suggest you initiate weekly contact with mentor through different forms of communication. This includes communication through email, Skype, phone, in person, etc.
- **Meetings**-As the mentee you are expected to set up regular meeting times with your mentor, follow through with them and show consideration. At each meeting you are requested to:
 - Contact your mentor and initiate meetings. Give mentor 2 weeks' notice.
 - Create an agenda for each meeting to maintain efficiency
 - Prepare for each meeting with relevant questions for discussion to ensure a productive and informative session
 - Be on time for each meeting
 - Take notes during the entire meeting
 - After the meetings, type the notes and post them to a file sharing website, so your team and mentor can track your progress, as well as submit to Holly_Butler@uml.edu for administrative tracking purposes
 - Meetings should be a reasonable timeframe (approx. 1-1 ½ hours)
- **Events**- When appropriate, attend events hosted by New Venture Initiative and DifferenceMaker. This will allow you to gain insight from multiple mentors and professionals. This may give you new insights and knowledge that will help in discussions and meetings with your mentor.
- **Feedback**- Once the mentoring program has been completed you will be asked to provide feedback about your experiences with the program in an evaluation survey format.
- **Incompatibility**-In the event that your match is incompatible; either party can ask the Mentor Program Administrators to dissolve the match. Where possible, this should be discussed beforehand out of respect for your partner. If you would like to be re-matched, every effort will be made to do so.
- **Policy**-All UMass Lowell conduct policies apply.

Signature of Mentee:

Date:
