Agreement of Expectations and Responsibilities for Mentor

*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 you are Mentoring: _________________
Your Mentees Name: _________________________   Mentees 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.

• **Projects**-Understand that these are student projects and businesses.

• **Confidentiality/Conflict of Interest**-Act with integrity and keep all sensitive information confidential. Non-disclosure agreements may be signed.

• **Mentoring**-Required to listen in an active and judgment-free manner by sharing ideas, and providing honest and unbiased advice to mentee.

• **Training**- Attend a mentor training session that will be scheduled. This will be to establish the mission and intention of the program.

• **Investments**-If you have an interest in investing in your mentees project you must notify the Mentor Program Administrators immediately. You will be excused from further mentor activities with that venture. If desired, you can still mentor other teams.

• **Compensation**-This is volunteer work. No mentor is allowed to receive compensation from a project he or she is currently advising.

• **Communication**- Weekly contact with mentee through different forms of communication. This includes, email, Skype, phone, in person, etc.

• **Meetings**- Meet in person with your mentee regularly to discuss progress and provide answers, insight and advice. These meetings should not exceed 1 ½ hours, unless approved by you. Your mentee will provide an agenda, questions and notes for each meeting.

• **Events**- When appropriate, attend events hosted by New Venture Initiative and DifferenceMaker. This will show support for your mentee and help you gain insight into new ideas and knowledge to discuss with your mentee.

• **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.

• **Liability**-Liability waiver must be signed.

Signature of Mentor: ____________________________ Date: ____________________________