



# NVI 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**-You will be assigned a mentor for a timeframe of 1 year. Meetings should last no longer than 1 ½ hours. Do not use more than 4 hours of your mentors time per month unless they approve.
- **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 being open to advice and guidance from your mentor.
- **Training**- Attend a mentee training 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 receive compensation from a project he or she is currently advising.
- **Communication**- You are in charge of initiating weekly contact with mentor through different forms of communication. This includes communication through email, Skype, phone, in person, etc.
- **Meetings**- Meet in person with your mentor at least once a month to discuss progress, ask questions and gain advice. You are required 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 [Nancy Saucier@uml.edu](mailto:Nancy_Saucier@uml.edu) for administration tracking purposes
  - Limit each meeting to 1 ½ hours unless otherwise indicated by mentor
- **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 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 Mentee:

Date:

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