



Mentorship Program

As a member of the Academy, you will have the honor to be paired up with a mentor. Having a mentor is a privilege and will yield many benefits to you over many years. However, being a mentee comes with a set of responsibilities and a duty. It is worth noting that your mentor is volunteering her/his time solely to help you achieve your life goals. As such, the most important attributes of a mentee are that you be respectful, use the mentor's time efficiently, take initiative, and be inquisitive.

Below are some guidelines to help you succeed at the mentor relationship.

- You will be given a list of potential mentors. It will be your responsibility to research and select one, understanding that you may not always get your first choice.
- Mentors' anticipated time commitment will be approximately 1 hour per month unless mutually agreed upon to lengthen. Average meeting times are expected to be approximately 30-60 minutes long.
- Act with integrity and keep all sensitive information confidential.
- Please listen in an active and judgment-free manner by being open to advice and guidance from your mentor. Choosing to take action on any advice given by the mentor and any resulting outcome from it is considered the responsibility of the mentee.
- It is suggested you initiate monthly contact with mentor through different forms of communication. The communication channel can include email, zoom, phone, in-person, etc. We expect you to schedule regular monthly meeting times with your mentor and follow through with them.
 - Give mentor a minimum of 2 weeks' notice.
 - 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 each meeting, fill out the mentee check-in form, so your mentor can track your progress, as well as submit to Nuzhat_Alamgir@uml.edu for administration tracking purposes.
- Once a mentoring term has been completed, you will be asked to provide feedback about your experiences with the program in an evaluation survey format.
- Either party can request to dissolve the match. Where possible, the situation should be discussed beforehand out of respect for your mentor. If you would like to be re-matched, every effort will be made to do so.
- All UMass Lowell and Shah Academy for Leadership and Innovation conduct policies apply.

Signature of Mentee:

Date:
