

Mentoring Agreement

We want to explore what your expectations are for mentoring. We hope mentees and mentors can work together to align their expectations. Every mentor-mentee collaboration is different. One of the most important parts of building effective relationships is understanding shared goals and aligning collaborative expectations with those goals. Having clear and agreed upon expectations right from the start is key for building trusting relationships and having productive and successful projects that work for everyone involved.

In addition, we recommend that all Case Study Teams and Team Mentors explore the resources available from the National Institute of Health regarding collaboration and team science: [Field Guide](#)

Participants and mentors should respond to these questions individually.

TO BE COMPLETED BY THE PARTICIPANT

1. How do you expect to be treated as a mentee?
2. What do you need to feel like a member of a community and to feel valued?
3. What skills and abilities do you hope to gain from being mentored?
4. What products do you hope will result from working with your mentor, if any?
5. How willing are you to engage in each of the following communication mechanisms with your mentor?

Communication Mechanisms	Willing to engage	Not willing to engage
In-person meetings		
Face-to-face online meetings		
Phone calls		
Email		
Instant messaging		

6. Circle the communication mechanism(s) you prefer. Circle as many mechanisms as you like.

7. How often will you meet with your mentor?

TO BE COMPLETED BY THE MENTOR

1. How do you expect to be treated as a mentor?

2. What do you need to feel like a member of a community and to feel valued?

3. What skills and abilities do you hope to gain from being a mentor?

4. What products do you hope will result from working with your mentee, if any?

5. How willing are you to engage in each of the following communication mechanisms with your mentor?

Communication Mechanisms	Willing to engage	Not willing to engage
In-person meetings		
Face-to-face online meetings		
Phone calls		
Email		
Instant messaging		

6. Circle the communication mechanism(s) you prefer. Circle as many mechanisms as you like.

7. How often will you meet with your mentor?

Mentors and mentees should discuss their individual responses. This discussion should result in common understanding of goals, expectations, and other agreements.

COMMON GOALS:

COMMON EXPECTATIONS:

OTHER AGREEMENTS