



WAYNE STATE
Mike Ilitch
School of Business

M.P.R.E.P.

Mentoring Agreement



We are voluntarily entering into a mentoring relationship which we expect to benefit both of us. This mentoring relationship should be a mutually rewarding experience. The goal is to use most of our time together spent in development activities revolving around the goals outlined in our mentoring plan document. Below are basic features of this mentoring relationship:

Contact Information for Mentor:

- Office phone: _____
- Cell phone: _____
- Email: _____

Contact Information for Mentee:

- Office phone: _____
- Cell phone: _____
- Email: _____

Preferred Contact Method (email, cell, etc.):

Preferred Contact Method (email, cell, etc.):

Best Time to contact Mentor

- Via Office Phone: _____
- Via Cell Phone: _____
- Via Email: _____

Best Time to contact Mentee

- Via Office Phone: _____
- Via Cell Phone: _____
- Via Email: _____

Frequency of Meetings:

- How often will we meet? _____
- Day(s) of the week: _____
- Where will we meet? _____
- How long will our meetings last? _____

Specific Role of the Mentor

Please briefly share your specific role as a mentor. This description should include steps you will take to help your mentee achieve their goals listed in the mentoring plan. Examples can be recommending professional development activities, providing access to networking functions, facilitate learning opportunities, etc.

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Specific Role of the Student

As a willing participant, I commit to working with my mentor by attending all scheduled meetings, effectively communicating with my mentor and actively working on my goals stated in the mentoring plan. As a responsible party if I am unable to keep a meeting date, planned phone call or activity, a 24-hour advance notice will be given to my mentor to reschedule. I will keep track of my progress and share any concerns and/or ask for help if from my mentor and M.P.R.E.P staff.

Confidentiality

Nothing that the student tells the mentor will be discussed with *anyone* except the Mentor Coordinator. If the mentor feels it is important to involve another adult, it will be discussed first with the student. If there is threat of physical harm to the student or to others, the mentor must break confidentiality to seek protection for the endangered individual. If this should ever happen, the mentor is required to contact Lauren Scott (laurenscott@wayne.edu) immediately.

No-fault Conclusion

We agree to a *no-fault* conclusion of this relationship if, for any reason, it seems appropriate. Either party has the option of discontinuing the relationship for any reason, and he or she will discuss this decision with the M.P.R.E.P staff before terminating the relationship.

Print Name Mentor Signature Date

Print Name Mentee Signature Date

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