

ASPE Mentoring Program

Mentoring Partnership Agreement

INSTRUCTIONS: Use this partnership agreement at your first meeting to agree on goals and objectives for the mentorship relationship, set ground rules for your meetings, to decide on how to communicate or meet, and to discuss confidentiality.

Mentor and mentee should keep a copy of this agreement. This form should be returned to the ASPE Mentoring Program: aspementor@aspe.org

We have agreed on the following goals and objectives as the focus of this mentoring relationship:

Goal:

Objectives:

1. _____
2. _____
3. _____

We have discussed how we will work together. To ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

1. Meet regularly and for ____ months.

We will meet: ____ face to face, ____ by phone, ____ by email, ____ Skype.

Our schedule for meetings will be:

2. Maintain confidentiality of our relationship.
Participants in the ASPE Mentor Program should consider any personal information shared between mentor and mentee to be confidential unless both mentor and mentee agree that the information can be shared and with whom it can be shared. If any written notes from personal communications are kept they should be stored in a secure location. Any conversations about the mentor/mentee relationship that are held with others should not disclose any confidential information. Specifically, no information from confidential conversations between mentor and mentee are to be shared with supervisory personnel.
3. Honor the ground rules we have developed for the relationship.
Our ground rules are:
4. Provide regular feedback to each other and evaluate progress.
We will accomplish this by:

We agree to meet regularly until we accomplish our predefined goals or for the predetermined amount of time. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a learning conclusion. The relationship will then be considered complete. If we choose to continue our mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated mutually agreed-on goals.

In the event one of us believes it is not longer productive for us to continue or the learning situation is compromised, we may decide to seek outside intervention or conclude the relationship. In this event, we agree to use closure as a learning opportunity.

Mentor's Signature

Print name

Date

Mentee's Signature

Print name

Date