

# ATU Career Services & Alumni Association

## STUDENT-ALUMNI Mentorship Program

### MENTORSHIP AGREEMENT FORM

#### DEFINE EXPECTATIONS:

*how will interactions be executed?*

THIS AGREEMENT DOES NOT NEED TO BE SIGNED BY BOTH PARTIES, BUT RATHER IS A LIST OF TALKING POINTS. THIS DOCUMENT IS MEANT TO BE AN EXERCISE TO ENSURE THAT BOTH THE MENTOR AND THE MENTEE HAVE CLEARLY DEFINED EXPECTATIONS AND GOALS.

#### 1. MEETINGS - WE WILL MEET:

- A. IN PERSON
- B. VIRTUALLY
- C. PHONE
- D. EMAIL

#### 2. HOW OFTEN WOULD WE LIKE TO MEET/INTERACT (E.G. ONCE A WEEK/EVERY OTHER WEEK/ONCE A MONTH)?

#### 3. HOW LONG WILL A TYPICAL MEETING OR PHONE CALL LAST (E.G. HALF AN HOUR/ONE HOUR)?

#### 4. IF AN EMAIL OR VOICEMAIL IS RECEIVED, WE AGREE TO GET BACK TO THE OTHER PERSON WITHIN:

- A. 24 HOURS
- B. 1-2 DAYS
- C. 3-4 DAYS
- D. OTHER: \_\_\_\_\_

#### 5. THE AGREED-UPON DURATION OF THIS PROGRAM IS THROUGH THE SPRING SEMESTER, ENDING IN APRIL.

#### 6. IF WE NEED TO CANCEL A MEETING OR PHONE CALL, HOW WILL THAT BE COMMUNICATED?

#### 7. WHEN WILL WE MEET NEXT?

#### DEFINE: *goals*

SETTING CLEAR GOALS (1-3) IS CRITICAL TO THE SUCCESS OF A MENTORSHIP RELATIONSHIP. BE SURE TO SPEND TIME REFLECTING AND DISCUSSING THESE GOALS TOGETHER.

#### WHAT ARE THE MENTEE'S GOALS FOR THIS MENTORSHIP RELATIONSHIP?

- 1.
- 2.
- 3.

#### WHAT ARE THE MENTOR'S GOALS FOR THIS MENTORSHIP RELATIONSHIP?

- 1.
- 2.
- 3.