**WELL PILOT MENTOR PROGRAM POLICIES AND AGREEMENT**

This document sets forth the (i) the basic program policies to guide the WELL Pilot Mentor Program, and (ii) the template for the Mentor/Mentee agreement.

**WELL MENTORSHIP PROGRAM POLICIES**

|  |
| --- |
| Program Information |
| Coordinator’s Name: Fariba Parsa |
| Coordinator’s Phone: 617-893-0365 |
| Coordinator’s Email: fparsa@gmu.edu |
| Program Policies |
| 1. The intent of this program is to encourage mentorship primarily through e-learning. We anticipate that the first meeting will be in person at a mutually-convenient location. Following the first meeting, the Mentor and Mentee should meet by email, video teleconference, or phone.  |
| 2. The pilot program will end at the end of the school year. |
| 3. The Mentors and the Mentees must be respectful of each other’s time and space. Each program participant should provide at least 24-hours’ notice of a meeting cancellation. |
| 4. Mentors and Mentees should try to meet once every two weeks. |
| 5. Mentors and Mentees should respect each other’s privacy. Each Mentor/Mentee pair should establish boundaries, such as off-limits times for calls. |
| 6. The exchange of gifts over $10 between Mentor and Mentee is prohibited.  |
| 7. The Mentor/Mentee relationship is confidential. Neither party may disclose anything that is discussed during a Mentor/Mentee meeting without the approval of the other party. |
| 8. In order to be able to evaluate the pilot program, we encourage Mentors and Mentees to keep notes or journals of their meetings. We will conduct an evaluation of the program, so it will be important for participants to keep track of their impressions, questions, and progress. |
| 9. Either the Mentor or the Mentee may terminate the agreement if the arrangement is not satisfactory. Our intention is not to make this program burdensome. |
| 10. Each Mentor/Mentee pair must prepare a written contract that identifies the goals for the relationship, the frequency of meetings, and the other ground rules for their mentor/mentee relationship. A sample contract is attached, but each participant is encouraged to personalize the agreement so that it works best for them. |
|  |
|  |

# **MENTORING PARTNERSHIP AGREEMENT**

**1. Goals and Expectations**

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

* To develop a dynamic reciprocal relationship fostering professional growth.
* To work towards the development leadership skills.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our expectations for the mentoring relationship are:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Process**

We have discussed the process by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

**a. Meet regularly. Our specific schedule of contact and meetings, including additional meetings, is as follows:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the mentee’s responsibility to schedule meetings.

**b. Look for multiple opportunities and experiences to enhance the Mentee’s learning.**

We commit to identify and share experiences, opportunities, events, or written materials to foster learning. For example, we will try to find programs or events to attend that are aimed at leadership initiative and skills. We will share articles or other items that we believe will be of interest to the other.

**c. Maintain confidentiality of our relationship.**

Confidentiality for us means that what we discuss remains between us. Mentor and Mentee will agree ahead of time if specific information is to be shared with anyone else.

**d. Honor the ground rules we have developed for the relationship.**

We have discussed ground rules for this relationship. These are:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**e. Provide regular feedback to each other and evaluate progress. We will accomplish this by:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event one of us believes it is no longer productive for us to continue or the 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 and Date Protégé’s Signature and Date