Mentor/Mentee Relationship

Mentorship Agreement

1. Check the topics you will address in mentoring sessions.
   - Teaching
   - Research
   - Clinical Care
   - Service
   - Additional Mentors
   - Self Development
   - Networking
   - Work/Life Balance

2. Check the frequency of meetings for this year.
   - Weekly
   - Bi-monthly
   - Monthly
   - Quarterly
   - Other ______________

The Administrative Assistant Responsible for scheduling meeting is: _____________________

The Administrative Assistant phone number is: ____________________________________

3. Information provided by mentee prior to each meeting:
   - None
   - Updated CV (with highlight of new additions)
   - Narrative of each topic to be discussed
   - Mentoring Worksheet
   - Other

4. Please review, discuss, edit and check the expectations for this mentoring relationship

   Responsibilities of Mentor:
   - Provide assessment and feedback regarding accomplishments in each topic area and help with future plans
   - Emotional Support
   - Advocacy
   - Actively address any problems with mentorship relationship
   - Other (please specify) _____________________________________________

   Responsibilities of Mentee:
   - Understand the academic promotion tracks; review career with Division Director annually
   - Provide goals and updates
   - Actively address any problems with mentorship relationship
   - Initiate scheduling of each mentoring meeting
   - Other (please specify) _____________________________________________

5. If mentorship relationship not working, we will discuss with Mentor Facilitator or Division Director and seek guidance and resolution.

Mentor, Signature: ______________________  Mentee, Signature: ______________________
Date: ______________________________ Date: ______________________________

Adapted from UC Davis School of Medicine form