



# Mentoring Program

## USG Mentorship Agreement

*The purpose of the USG Mentorship Agreement is meant to ensure that both the mentor and mentee have clearly defined expectations and goals. It should be reviewed and updated as needed. Signed agreement must be submitted to the Program Manager.*

### Meeting Expectations:

- Meeting frequency (select one):
  - ☐ Weekly
  - ☐ Bi-weekly
  - ☐ Monthly
  - ☐ Other \_\_\_\_\_
- We will meet (select all that apply):
  - ☐ In-Person
  - ☐ Video call
  - ☐ Phone call
  - ☐ Other \_\_\_\_\_
- Between meetings, we will communicate by (select all that apply):
  - ☐ Phone call
  - ☐ Email
  - ☐ Text
  - ☐ Other \_\_\_\_\_
- If a voicemail, email, or text is received, we will respond within (select one):
  - ☐ 24 hours
  - ☐ 1-2 days
  - ☐ 1 week
  - ☐ Other \_\_\_\_\_

### Goal Setting:

The mentee's goals for this mentorship relationship are:

Actions to be taken to achieve these goals include:

*We agree to follow and adhere to the rules and expectations outlined in this mentoring agreement, and agree to contact the Mentoring Program Manager if either have concerns about the mentorship relationship (e.g. mentor/mentee is unresponsive or noncommittal, professional or personal commitments prevent you from continuing with the program.)*

Mentor's signature and date:

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Mentee's signature and date:

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