



UAA Mentoring Agreement

Mentor: _____

Mentee: _____

Email: _____

Email: _____

Office Location: _____

Office Location: _____

College Assignment: _____

College Assignment: _____

The purpose of this agreement is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationship. This template is expected to be altered to meet individual needs. The following should be discussed and agreed upon by mentor and mentee, then shared with Alyssa Stephens (Assistant Director of Undergraduate Advising & Intervention).

1. *Goals* (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in advising, obtain knowledge of organizational culture, networking, etc.)

2. *Steps to achieving goals* as stated above (e.g., meeting regularly, steps to achieving independence, etc.):

3. *Meeting frequency* (frequency, duration, and location of meetings):

4. *Preferred method/frequency of communication* (other than regular meetings, what is the best method of contact):

5. *Other needs/requests/commitments*:

6. ***Our next meeting(s) will be:***

7. ***Dates for shadowing:***

Recommended Timeline/Checklist

Meeting One:

Today's Date:

- Technology Platforms that need additional clarification
- Interests:
- Set up shadowing appointments (one for mentee to observe mentor, one for mentor to observe mentee, and one other if requested)
- Set up meetings (at minimum one, but consider scheduling a few months out)
- Think about ideas/questions/topics/concerns/action steps for next meeting (to be completed throughout the month in between first and second appointment)

Meeting Two Checklist:

Today's Date:

- Check-In (derived from Think Space from previous meeting)
- Follow-up/Discussion of how shadowing went. If additional shadowing is requested, help schedule.
- Schedule half or full day for mentee to observe mentor
- Schedule half or full day for mentor to observe mentee
- Review major takeaways from appointments (one-on-one or Orientation)
- Discuss potential helpful resources for mentee:
- Think about ideas/questions/topics/concerns/action steps for next meeting (to be completed throughout the month)

Month Three through Nine:

Today's Date:

- Check-In (derived from Think Space from previous meeting)
- Discussion of how their advising craft is forming/advancing. What did they take from others and what have they created/implemented on their own?
- Discuss ideas for improvement and/or innovation
- Review any trainings they have scheduled
- Set up meetings (if necessary)
- Think about ideas/questions/topics/concerns/action steps for next meeting (to be completed throughout the month)

Month Ten:

Today's Date:

- Check-In (derived from Think Space from previous meeting)
- Reflection on overall advising experience
- Review any trainings they have scheduled
- Career Ladders Discussion / Overview
- Think about ideas/questions/topics/concerns/action steps for next meeting (to be completed throughout the month)

Month Eleven:

Today's Date:

- Check-In (derived from Think Space from previous meeting)
- Reflection on overall advising experience
- Review any trainings they have scheduled
- Discuss interests beyond advising
- Think about ideas/questions/topics/concerns/action steps for next meeting (to be completed throughout the month)

Month Twelve:

Today's Date:

- Check-In (derived from Think Space from previous meeting)
- Reflection on overall advising experience
- Review any trainings they have scheduled
- Discuss interest in serving as a Mentor
- Informal meetups/continuing relationship?
- Think about ideas/questions/topics/concerns/action steps for next meeting (to be completed throughout the month)