

The Mentoring Collaborative Mentee/Mentor Partnership Agreement

The following items are agreed to by parties as indicated:

Mentees and Mentors commit to a minimum period of one year by the signing of this partnership agreement. Mentees and Mentors will maintain contact at least two times per month (one in person and one via phone or email) to maintain a functional level of contact.

Mentor/Mentee Responsibilities:

- Mentees and Mentors will complete one job shadow and two informational interviews and submit to the program facilitator in brief essay form. If the mentor cannot provide job shadowing in their place of work, they may assist by referring their mentee to potential candidates.
- Participate in the Program Challenge of **Reverse Engineering**. Look realistically at where the mentee wishes to be in ten years from the day they obtain their degrees. Back track that to the day the two of you begin this project with that goal in mind. Map out a plan to achieve that goal; identify stumbling blocks and discuss potential resolutions.

Mentee Responsibilities:

- Mentees will share their class and other activity schedules with their mentor to create a regulated pattern of contact. When your mentor makes an attempt to contact you, every effort is expected by you to respond to and return their communication in a timely manner.
- Mentees will demonstrate accountability and responsibility for maintaining communication with the program facilitators to relay activity with mentors and/or any difficulties they encounter which may require our assistance.
- Complete the SIG13 online evaluation on the UT Career Services website and review the results of the assessment with your mentor in relation to the reverse engineering results.

Mentor Responsibilities:

- Mentors will specify to their mentee when and where they can be contacted and ensure that their mentee has related contact information.
- Mentors actively participate in the assignments set forth for mentees and ensure the mentee submits completed assignments within the one year period from the launch date of November 01, 2007.

Program Facilitator Responsibilities:

- The program facilitator will ensure that each mentee is matched-up with a professional mentor and shall be available to mentors and mentees as needs arise to provide referral and options for resolution to assist in student success.
- The program facilitator will ensure that every effort is made to create a productive and positive experience for each mentee and mentor.

By signing this Partnership Agreement, you agree to be “actively” involved in the Mentoring Collaborative Program for the one year period indicated above.

Executed this _____

(Mentee Signature)

(Mentor Signature)

(Mentoring Collaborative facilitator Signature)